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| Curriculum vitae  Sneheet Dongare |

Email: Sneheet93@gmail.com; Mob: +91-8830214185

# Objective

Aiming to use my relevant work experience and skill set in furthering the interest of my employer. Want to use my flair in translation, checking and proofreading to become an asset for an organization.

# Skills & Abilities

* Can draft articles in the given topic, also proofread and check the drafted articles for its credibility.
* Can translate documents or letters from English language to Hindi ,marathi and vice versa.
* Familiar with translation software tools.
* Skilled in Word, Excel.
* Can do telephone interpretation.
* Excellent English, Hindi and marathi speaking and writing skills.
* Retrieving articles from newspapers, magazines & the internet & translating them into Hindi and marathi.

## Communication

* Good communication skills in the following languages: English, Hindi and Marathi
* Proficient in communicating through emails and also handling queries over calls.
* Have given speeches at public events.

# Certifications

Currently working on my own website i.e [www.livingcreativelife.com](http://www.livingcreativelife.com) .

# Current work

1. Working on my personal blog. I am a content writer.
2. Working teacher and spoken English trainer.
3. Freelance translation work from English to hindi, marathi for online companies.

# Achievements

1. Served as translator for hindi and marathi language for two years.
2. Have been an excellent proofreader in Hindi translation.
3. Excellent in read, write and speak fluent Hindi and marathi.
4. Can type in English.
5. Can do back translation from English to Hindi
6. Have trained new members in the translation team to understand the work and become good at it, also have been a checker for the composition work.

**Education**

1. Bachelor of Science in zoology.
2. Translation Technique Course by The Watchtower Society of India.
3. More than 15 years of education and still continuing to learn from various Theocratic Schools designed to help students speak with poise, enthusiasm, conviction, fluency, appropriate pausing, warmth and feeling and so on.
4. Part of a spiritual organization that helps us to be good neighbors, honest workers, hard workers, and respect people of all ages, religion, culture and background and work with them to accomplish major tasks.

**Additional Personal information**

1. Honest in every aspect of life­­-work, friends, family and various other areas.
2. Good communication-verbal and written communications.
3. Always keen to take on new challenges and roles in an organization to obtain optimum results.
4. Ability to remain calm under pressure and come up with effective ways to overcome it.
5. Works efficiently as an independent player and a team as well.

**Personal Details**

Date of Birth : 30/05/1993

Languages known : English, Hindi, Marathi

Marital Status : Single

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**Declaration**

I confirm that all the details that I have furnished are true.