CURRICULUM

VITAE

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Sunita Gordhan Gangwani

Address: 19, Jaudenes Street 3rd floor A - 51001 Ceuta

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Birth date: 06-12-1967

**ACADEMIC TRAINING**

-Business Management Studies -1985-87 F.P. I Intermediate Level at María Immaculada School, Santa Cruz de Tenerife.

-2004 Technical Means of Prevention of Occupational Risks at Centro de Estudios a Distancia Esine, Madrid.

**COMPLEMENTARY TRAINING**

-1985 First Certificate of Cambridge, School of Languages of Tenerife through Albion School of English Academy.

-2004 Employment and Social Integration Course, organized by C.C.O.O. Workers Union.

- 2018 CAE Certificate of Cambridge with 9.7/10

**WORK EXPERIENCE**

-1984-88 Working in family business dealing with wholesale of gift items and electronics.

-1997-2001 Working in family business dealing with stationery and books, performing tasks of customer service, store organization.

-1998 and present Private tuitions teaching English as a second language, at all levels, from elementary up to advanced level and preparing other students for English level tests of the Official School of Languages, and English exams for civil guards, army exams, and Police Department exams, as well as conversation classes.

-1987 and present, extensive experience in successfully accomplishing translation projects for different companies, online as well as private. Currently collaborating with online translation companies, dealing with a wide range of topics such as architecture, engineering, plumbing, fashion, manuals, manufacturing process of different items in China, such as embroidery on silk and other textile materials, military and legal documents, children story books and novels, Patents contracts, etc., and subtitling for documentaries for several USA TV shows.

-2005-2006 working in Prevention of Occupational Risks in a company located in Ceuta, performing the technical tasks as well as administrative work.

-2007 Worked as a translator- interpreter of Spanish -English and Spanish-Hindi languages pairs Central Police Station in Ceuta.

-2010 Worked as a translator - interpreter of Spanish-English and Spanish-Hindi languages pair at Central Police Station in Ceuta.

-28/10/2013 and present working as a translator - interpreter of Spanish-English and Spanish-Hindi language pair in the Asylum and Refuge Office at the Immigration Office in Ceuta (Spain).

- March 2016 and present, working online on transcriptions of phone conversations.

- April 2018 and present, collaborating with French scuba diving firm Spotmydive, translating articles dealing with this topic, nearly on a daily basis.

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**OTHER DATA**

- Typing: 250 p.p.m.

- Knowledge of Windows.

-High level of spoken and written English.

-High level in Hindu dialects: spoken Hindi and Sindhi. Intermediate Level in written Hindi.

-Immediate availability.

-Quick to learn any work in the assigned job.

-Qualified to work in customer service.

Dear Sirs/Madam,

Besides my CV, which I hope you find suitable to work with your team/company, as a translator I would like to add that my cover letter is mostly my experience that supports me. It is my experience that can give you the guarantee of a well done job so as to satisfy a customer, for its accomplishment with accuracy as well as for the delivery in time for any last minute necessary changes.

Thank you.

Regards,

Sunita G. Gangwani