**Curriculum Vitae**



Upasana

d/o Rakesh arora

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**Objective:** To obtain a challenging and responsible position in Translation sector where I can utilize and enhance my skills to bring out the best in me for the success of the organization thereby accomplishing the goals of a career prospective.

**Academic Education:**

* Matriculation from P.S.E.B. Mohali
* Senior Secondary from P.S.E.B. with **arts** (Subject: Elective Hindi, Economics, Sociology)
* B.A in arts from Punjab University, Chandigarh(Subject: Elective Hindi, Sociology, Political Science)
* M.A in arts from Punjab University, Chandigarh(Political Science)

**Professional qualification**

* Add On Course in Fine Arts from Punjab university
* Photoshop & sketching from Frameboxx animation/visual effects

**Achievements**

* Medal awarded by NATIONAL YOUTH FESTIVAL JHANKAR
* Prize holder in KALA KRITI
* Participated in youth festival
* Participated in college societies declamation contest

**Area of Specialization:**

Political science & Art & craft

**Personal Infromation:**

**Date of birth** 22-Nov-1992

**Gender** Female

**Marital Status** Unmarried

**Computer Skills** Microsoft Office/Word, Internet, Excel, **Translation** **Software**,**Transcription.**

**Languages Known** English, Hindi & Punjabi

**Professional Skills**: **Translator,Audio Translator, Copy writing, Data Entry.**

**Expected Employment Status** Full Time

**Qualification**  M.A in political science

**Experience One year experience in APRISE CONSULTANT PVT.LTD**

at LUDHIANA as a coordinator in 2016.

Now I am working at **OVERSEAS HEALTH CARE PVT.LTD** at Phillaur as Admin Executive from Aug,2017.

Along with as a **freelancer** since January 2020.

**Experience as a freelancer:** I efficient in typing and translating (English to Punjabi,Hindi translation) 2000 words per day.

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| **Work with Translation Company Name** | **Translation Language** | **Subject** |
| **DocumenTranslations.com**  **LanguageTop™** | **English>Hindi Translation** | **Education** |
| **Somya Translators PVT LTD** | **English >Punjabi Review** | **Medical** |
| **HnD Translations** | **English> Punjabi Transcription** | **News Headlines** |
| **Words In Videos** | **English>Punjabi Translation+Transcription** | **Songs and Bhajan** |
| **Croisance Sol** | **English>Hindi Translation** | **Blank Customer consent Document.** |
| **Workplace Vendor** | **English>Punjabi Translation + Review** | **IT base** |

**Declaration and Signature:**

I hereby declare that the above written information is true and correct and if you give a chance, I assure you that I will leave no stone unturned and best in the interest of your Organization.

**Place:** Phillaur **Signature**

**Date:** upasana