F-968, Kavi Nagar, Ghaziabad

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### Vibhuti Tiwari

**BCA, MA in English with 9 years of rich experience in Translation with Hands-on Experience in Content Editing & Writing and Graphic Designing**
Key Skills: English-Hindi-English Translation, Content Writing, Editing and Proof Reading for both medium of language, Book/Magazine Editing, Copy Editing, Content Writing, Feature Writing, Press Release Writing, Translation, Corporate Presentations, Graphic Designing, Creative, Target Oriented, Excellent Communication Skills.

### Brief Profile

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| **Total Work Exp.** | : | 9Year(s) 3Month(s) |
| **Current Employer (Designation)** | : | Hindustan Times (Syndication) [Editor/Sr. Translator] |
| **Highest Degree** | : | M.A (English) |
| **Date of Birth (Gender)** | : | 27 Jul, 1985 [Male] |

### Summary of Skills & Experience

**Work Experience**

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| **Duration** | : | April 2012 - Till Date |
| **Company** | : | Hindustan Times (Syndication) |
| **Designation** | : | Editor/Sr. Translator |
| **Job Profile**  | : | My job is to coordinate with the reporters and to collect the news articles related to my assigned section and then to translate, edit, proofread and typeset the news as per the given guidelines. |
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| **Duration** | : | Dec 2010 – March 2012 |
| **Company** | : | Neeraj Prakashan Pvt. Ltd. |
| **Designation** | : | Editor/Translator – English > Hindi for General Studies |
| **Job Profile**  | : | Neeraj Prakashan is a leading publication house that deals in schools text books. My job profile included translating content for textbooks, editing and proof reading various books related to my subjects. |
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| **Duration** | : | Jul 2007 – Nov 2010 |
| **Company** | : | Kent RO Systems Ltd. |
| **Designation** | : | Communication Officer |
| **Job Profile**  | : | Developing Information Memorandum, Business Plans, Project Reports, Submission Reports, Whitepapers, Corporate presentations, writing proposals, executive summaries for new and running projects and translating Press releases as well. Handling South Indian promotional activities as well. |
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| **Duration** | : | Apr 2006 - Jan 2007 |
| **Company** | : | Science Olympiad Foundation |
| **Designation** | : | Editor, Translator & Content Developer |
| **Job Profile**  | : | Designed and Conceptualized Weekly E-Newsletter, SOF Online, available on www.sofworld.org. Translated educational materials for the State Board students. Also worked for the Weekly Computer E-Newsletter, CCB Online.Introduced mentorship program for students & parents and successfully worked as an official Counselor.Composed and Edited following books:-An encyclopedia about the entire renowned Scientists a Computer Engineers.Complete Consultation book for Science and computer subjects for classes- 3rd to 12th. |
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### Freelance Projects

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| English - Hindi Website Translation for IFCI Ltd - http://ifciltd.com/ifci-hindi/index.htmlEnglish - Hindi Website Translation for Big Launcher - http://www.biglauncher.com/home/hi/English - Hindi Website Translation for FUZD - http://www.fuzd.com/hi/English - Hindi Website Translation for Vikudha - http://www.vikudha.com/index.php/hiEnglish - Hindi Website Translation for MCENT - http://mcent.com/signup/?new\_language=hi |
| Also translated numerous other works for various other companies. (Work Sample Attached) |

### Education

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| **UG** | : | BCA (Computers) from School Of Management Sciences, Varanasi in 2004  |
| **PG** | : | M.A (English) from VBS Purvanchal University, Jaunpur in 2006 |
| **Other Qualification(s)/Certification(s)/Program(s) Attended** |
| Advanced Diploma in Language Translation (English <> Hindi) from Tata Infotech, Varanasi |

### IT Skills & Projects

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| **Skill Name**  | **Last Used**  | **Experience**  |
| HTML | 2015 | 4 Year(s) 0 Month(s) |
| Adobe Illustrator | 2015 | 9 Year(s) 0 Month(s) |
| DreamWeaver | 2015 | 5 Year(s) 0 Month(s) |
| MS Office | 2015 | 14 Year(s) 0 Month(s) |
| Adobe Photoshop | 2015 | 7 Year(s) 0 Month(s) |
| Corel Draw | 2015 | 5 Year(s) 0 Month(s) |