From :–



Shri. Vilas S. Sargar

10B/313, Bhendiwala Chawl,

S. V. Road, Andheri (W.),

Mumbai – 400058.

**Contact No.** 7045601477/ 8879940609

**E-mail ID** : vilas.s.2007@gmail.com /

Date: 02nd November, 2020.

To,

Respected Sir/Madam,

With reference to your linkedin communication as on today, I would like to share my resume for your reference & record; please go through it,

Firstly, my achievements & present position.I am working as Freelance Translator with M/s. **Deluxe Media, California, USA** (Sfera Platform)on contractual basis&as a Liasioning Secretary with M/s. **HiranandaniGroup of Company**, **Powai**, **Mumbai**.Further, I wasworked with various MNCs like **BBCworldwide**, **SpancoLtd.**, **Sri Sri Publications**, **Bangalore**, M/s. A. A. Estate Pvt. Ltd. **(RNACorp.)**, **Vijay Group** Thane &M/s. **Ashapura Options Pvt. Ltd.**, Bandra (East), Mumbai.Most of these are Developer & Media companies.

Respected Madam, I have proficient knowledge of Microsoft Word, Excel, PowerPoint, Outlook Express & Internet Surfing. I have successfully passed English Typing exam with 50 w.p.m. and also could type in Hindi& Marathimore than that. Further, I have an experience in drafting, corresponding to various Govt. Department, drafted more than 175 Dialogues and Screenplays from last several years (about 16 years)& working as freelance Marathi, Hindi & English translator.

This will find enough for considering my application and for **long term fruitful relations**in concern to the better future of both of us.

Waiting, for your early and favorable reply.

Thanking you,

Yours sincerely

(Shri. Vilas S. Sargar)

**CURRICULUM VITAE**



**VILAS S. SARGAR**

10B/313, Bhendiwala Chawl,

S. V. Road, Andheri (W.),

Mumbai – 400058.

**Contact No.**7045601477/ 8879940609

**E-mail ID** : vilas.s.2007@gmail.com

**OBJECTIVES**

*I am very detail-oriented and multi-task well. I can prioritize multiple tasks to meet tight deadlines. I work independently with little supervision, or I can easily switch gears and collaborate as a strong team player. I am energetic, patient, and diplomatic, motivating others to get the job done. I have thorough knowledge of Microsoft Office (MS Word, PowerPoint, Access and Excel). I have an outstanding reputation and work ethic—I always put 100% effort into every task.*

*I am a good team player with excellent interpersonal and looking for career opportunities where I can further learn and enhance my skill set while growing the business of the organization.*

**Achievements:-**

**Total overall 15 to 16years’ experience as Translator.**

Translation:-Word to word, Paragraph to Paragraph, meaningful and in legal formats.

**Work Experience:**

**Freelancer-Translator** - working as freelancer – translator from and into हिंदी, मराठी,**English**.

* Presently working as, a **Translator** from and into हिंदी, मराठी, English (Word to word, paragraph to paragraph, legal documentation or meaningful style) for M/s. **Hiranandani**Group of Co., Powai, Mumbai, from 02ndJune 2015 till date.

**Job Profile:**

* Translating the Administrative & Legal Documents of Govt. of Maharashtra, Municipal Corporation of Greater Mumbai (MCGM), Public Works Department (PWD), Slum Rehabilitation Authority (SRA), MHADA (Maharashtra Housing and Area Development Authority), Assembly (Mantralaya) also Translating & Drafting Development Agreement, Power of Attorney & other correspondence through and fro in हिंदी, मराठी& Englishlanguages.
* Other secretarial job works.
* Workedas a **Translator** from and into हिंदी, मराठी & English (Word to word, paragraph to paragraph, legal documentation or meaningful) for  
  M/s. **Ashapura Options Pvt. Ltd.**, Bandra (E), from 22nd October 2013 to 30th May, 2015.

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**Job Profile:**

* Translating the Administrative (Govt. of Maharashtra – SRA, MHADA, Municipal Corporation, PWD), Legal – Development Agreement, Power of Attorney, Society Documents & other correspondence.
* Maintaining the Filing records.
* Worked as **freelancer Translator** from and into हिंदी, मराठी & English on Commission basis with M/s. Girish Typing Centre, from 2004 to 2013.

**Job Profile**: Translation, Documentation, RTI, Films’/Serials’ script, Legal Documentation in हिंदी, मराठी & English.

* Worked as a **Translator cum Typist** (Word to word, paragraph to paragraph and meaningful style) for M/s. **Vijay Group**, Thane from 15thDecember 2012 to 14thFebruary 2013.

Reason of Leaving: Too away from Resident.

**Job Profile:**

* Typing of 7/12 Extract, Mutation Entries (फेरफार उतारा) etc.
* Translating old Conveyance Deed - Marathi into English.
* Trying to understand the old Marathi मोङीलिपी (old cursive writing style of मराठी).
* Worked as a **Translator cum Typist** (Word to word, paragraph to paragraph or meaningful) for M/s. A. A. Estate Pvt. Ltd. **(RNA Corp. Group Co.)** from 22nd October 2010 to 11th August 2012.

Reason of Leaving: Recession.

**Job Profile:**

* Taking Dictation in Marathi, Hindi & English.
* Self-correspondence &drafting letters in Marathi, Hindi & English with legal outcomes,
* Reporting and assisting to the Admin Manager in Railway/Air Ticket Booking, Arrangement of meeting, Answering to the visitors, Hotel Booking & Other admin related activities,
* Drafting Minutes of society meeting & other meetings in Marathi,
* Translating (Word to word, paragraph to paragraph or meaningful style) - the Agreements, Letters and Govt. correspondence into and from Marathi, Hindi & English.
* Computerized file Management,
* Handling and forwarding the E-mails to the concern department /person.
* Assisting the Advocate in legal reply/issues, answering the society members’ letter/query & complaints, finding out legal issues or questions.
* Worked with M/s. **SPANCO** Ltd. as **Translator** from 16 Jan. 2010 to 30th Oct. 2010, for the project ‘CSC Dept.’ of various Central & State Govt.’s certificate issuing project through Tahsildar& Municipality Dept. etc.

Reason for left the job – The Company is supposed to shift over to the Pune.

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* Workedas onjob/project basis with Mr. Manas Surve for his 'नवनाथ भक्तिसार'project about 1 lakh words as a **Typist Cum Translator**.

**Summary of Job Profile achieved:**

* **Translating**(Word to word, paragraph to paragraph or meaningful) from and into मराठी, हिंदी & English of various types of Technical, Medical, Legal Documents from last 15 years.
* **Society's Bye-Laws: -**Knowledge of Society Bye-Laws & Registration Process & the constitutionalsociety’s matters.
* **Documentation under SRA**: - Documentation under SRA to various Govt. officials, Reply & Drafting a letter in Marathi, Hindi & English.
* **Sub-Titling** on the TV Serials as well as Regional Films,
* Legal **documentation**, drafting, official documentation.
* **Video Editor** on Final Cut Pro – Software.
* Till date I have typed about 200 scripts, One-Line stories, Dialogues & Screenplay in हिंदी and मराठी. Knowledge of Screenplay, Dialogues & Script Writing.
* मराठी, हिंदी& English **Typing** with **60** w.p.m.
* **Proficient**in various short-cut keys of Microsoft Word & Excel-97, 2003.
* Translating various types of Technical, Medical, and Legal Documents from last 15 years.

Experience as a TrANSLATOR CUM tYPIST on**Contract/Temporary /Project to Project basis.**

* Worked as **Hindi Typist/Translator.**

Worked for M/s. Windmill Entertainment, as a 'Hindi Translator' for their project & artists of ‘टेढ़ीबात...... शेखर के साथ’ for 2 months.

* Worked as **Hindi Typist/Translator/Subtitling.**

Worked for BBC worldwide Ltd. for the event **‘पति, पत्नी और वो’, ‘वाईफ बिना लाईफ’, ‘दिल जीतेगी देशी गर्ल्स’**and**‘तीन करोड की शादी’** on a month Contract/ Project basis.

* Worked as **Hindi Translator/Subtitling.**

Worked for M/s. Wizcraft Event Management Co.’ for the event ‘IIFA 2010’, 'IFA 2012'& reality show ‘**Entertainment**के लिए कुछ भी करेगा'(EKLKBK) on project basis.

**Experience as anFilm/Serial Editor**

* Worked with M/s Director’s Kut Production for Ep. #17 to Ep. #261 for the Serial “बिदाई” as an Assistant On-line Editor, with - Ashok Kumar, Jayesh Raha, Krunal Bisen (alias Sonu), Producer Rajan Sahi and Also worked for a serial “यह रिश्ता क्या कहलाता है” Producer Rajan Sahi for Star Plus with Krunal Bisen (alias Sonu).

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Worked from Up # 2 to Ep. #11.

* Worked for NDTV-Imagine for Ep#2 to Ep. #11 for the serial'राधा की बेटियाँ कुछ कर दिखाएंगी'as an Assistant On-line Editor with Jayesh Raha.
* Worked as On-Line Editor.

**Job Profile**: Operating Final Cut Pro 6.1;

* Colour Correction,
* Music Mixing,
* Master Copy, Un-mixedMaster, Dubbing,
* Video Editing, Effects,
* Audio Leveling, Audio Improvement in sound track,
* Digitizing/Batch, Mastering on tape etc.

**Knowledge ofEditingSoftware:-**

* Final Cut Pro (FCP) 6.1
* Avid Express Pro 4.0
* Sound Track Pro
* Pinnacle Studio,

**Knowledge of Typing, Translation & Communication Software of Marathi/Hindi/English.**

* Mangal (the web page supporter Hindi/Marathi font) & Krutidev Fonts (Both fonts are True Type fontsand are supporting to Web/Internet, Window & Macintosh platform),
* Microsoft Word, Excel& Power Point,
* Internet Explorer,
* Microsoft Outlook,

**Knowledge of Software of Desk Top Publishing (DTP):**

* Corel Draw X 3,
* Corel Photo Paint X-3.
* Adobe – Page-Maker, Adobe – Photoshop. Etc.
* Adobe - PDF converter.
* PageMaker 6.5,
* Photoshop 6.0

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Board** | **Year of Passing** | **Class** |
| S. S. C. | Pune Board | 1984-1985 | II |
| H. S. C. | Mumbai Board | 1988–1989 | II |
| S. Y. B. Com | Mumbai University | 1994–1995 | II |

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**Other Technical Qualification:**

* Successfully passed **50 w.p.m.** English **Typing Examination** of Government of Maharashtra (Exam held on Typewriter) in March' 2015.
* Also successfully passed **40 w.p.m.** Marathi **Typing Examination** of Government of Maharashtra (Exam held on Typewriter) in March' 2016.
* Also typing & drafting in Marathi with 50 w.p.m.

**Personal Skills:**

* Excellent interpersonal & communication skills.
* High energetic, self-motivated approach – Able to work long within tight deadlines.
* Strong team player.
* Fast learner, willing to accept responsibilities & take initiatives.

**Languages Known:**

* English, Hindi, Marathi andunderstand/read the Gujarati.
* Mother tongue – Marathi.

**Personal details:**

* Date of Birth/Age: 26th September 1968/48 Years.
* Marital Status: Married in 1996, having 5 (Five) Children.

Date: 02nd September, 2019.

Place: Mumbai. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Vilas S. Sargar)