***Curriculum Vitae***

Name : Narayanan V.S.

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Educational Qualifications : M.A. (Philosophy) – University of Delhi, India

 Master of Commerce – University of Delhi, India

 Associate Membership of The Institute of Company Secretaries

 Of India, New Delhi

 (All above through the medium of English language)

Work Life : I retired after over fifty years of work in various fields - as Secretary, Executive Assistant, **Accounts/Administrative Officer** and General Manager, handling a variety of tasks in Office work, marketing, report-writing, general supervision of marketing operations**, accounts and administration –** with English as the working language throughout.

During this period, I have also contributed humourous skits in English/English translations of Malayalam (language of Kerala State, India) short stories by other authors to various publications in India.  Over two dozen pieces have appeared in print

English Language : Have  effortless ease with English language - both spoken and written.

Computer skills :  I own a laptop (with Windows 8.1 version) and can handle MS

 Word. I have a broadband internet connection at home.

Work Sought : Proof-reading, re-writing, editing work in English language. Also,

 Malayalam-to-English translation work.

Age/Health : At 79+, I am quite fit mentally and physically. Can effortlessly

 handle a fair day’s work with competence and accuracy, and yes,

 strictly according to agreed schedules!