**Resume**

**Name :- Samiksha Ashokrao Kshirsagar**

**Contact No :- 9665065171**

**Email ID :-** [samikshirsagar@gmail.com](mailto:sagarkholapure@gmail.com)

# **CAREER OBJECTIVE**

I would love to work on a challenging role in the **Translations where in all of my English & Hindi or Marathi language** skills will get utilized to fullest so that it will add value to organization and me as well.

# **PROFESSIONAL SUMMARY**

 5-year experience in social professional.

 Project Implementation and monitoring,

 Network building and team building,

 Well knowledge of working with government Department.

 Good communication skill in field as well as office.

 Good drafting skill with better speed in government font.

 Well knowledge of computer & internet.

# **RELEVANT EXPERIENCE**

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| --- | --- | --- |
| **Organization** | **Experience** | **Designation** |
| India sponsorship Committee, Pune | June 2016 To Aug 2020 | Social Coordinator |
| YRA Wardha UNICEF Child Rights Program. | Feb-2012 To May -2013 | Field Coordinator |
| Maharashtra Child Protection Society ,Pune | May -2013 To April 2016 | Social Worker |

# **ACADEMIC QUALIFICATION**

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| --- | --- | --- | --- |
| **Course** | **University/Board** | **Name Of College** | **Score** |
| MSW | NagpurUniversity | PG Dept.Dr.Ambedkar college of social work wardha. Nagpur University. | 59.60% |
| BSW | Nagpur University | Dr.Ambedkar college of social work wardha. | 57.56% |

**Responsibilities** :

 Ability to rewrite existing content with attention to grammar.

 Reads through or listens to material in one language, ascertains understanding of the meaning and context of that material, and converts it into a second language, making sure to preserve the original meaning

 Follows up with clients to ensure satisfaction and understanding

 Translates a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials

 Translators should convert written material from English to Hindi and Marathi language, ensuring that the translated version conveys the meaning of the original as clearly as possible.

**Extra- Curricular Activities**

 Prepare, rewrite and edit copy to improve readability, or supervise others who do this work.

 Read content and correct for errors in spelling, punctuation, and grammar.

 Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.

 Develop story or content ideas, considering reader or audience appeal.

 As an Independent Editor from English to Marathi and English to Hindi.

 Good communication skill.

 Reasonable spelling skill in English and in Hindi/ Marathi.

 Willing to learn new things.

 Engage with Delivery teams on regular basis to enable co-partnership.

**Core Competencies**

.CAT TOOL -SDL TRADOS MAN SOURCE,WEB EDITIOR

. Project Implementation and monitoring,

**.** Effective Listening skill.

**.** Strong Written and Verbal Communication skills.

**.** Adaptability and Management capabilities.

**.** Believes continuous learning and improve.

**.** Strong written and Verbal Communication skill

# **PERSONAL Details**

Name : Samiksha A.Kshirsagar

Date OF Birth : November 17 1989

Nationality : Indian

Languages : English, Hindi, Marathi

Contact : 9665065171

Email ID : samikshirsagar@gmail.com

**Date: / /**

Available on Request

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Thanking You.

Place: Pune Yours Faithfully,

Samiksha