

## Objective

I am looking for a career in the field of Formatting, Editing, Proof reading, Translation, Content management and related Training opportunities.

## Qualified by

I am highly effective writer; able to communicate complex ideas clearly and concisely with advanced understanding of language usage and grammar. I possess a keen eye for detail and I am skilled at synthesizing and editing information to meet and exceed customer expectations. I am quick learner and hence able to acquire new skills easily. I am proficient in using Microsoft Word & Microsoft PowerPoint. I also possess over 2 decades of varied experience spanning Electronics Manufacturing Units, Health Care, Recruitment and Marketing Agencies, Educational Institutions and Free Lance Linguistic Services. I have travelled over 10 countries for purposes spanning Tourism, Employment and Training. I am ready to undertake assignments in Post-Translation Editing, Formatting and Content Development. I have handled assignments in the above areas for German and French Clients, involved in the Tourism and Banking Sectors. I am specifically looking for Work-from-home assignments on contract basis.

## Soft Skills

Excellent Communicator, Quick Learner and adapt at multi-tasking with extensive knowledge in usage of Microsoft Word & Microsoft PowerPoint, and internet tools like Skype. I am proficient in English (Read-Write-Speak), Hindi (Read-Write-Speak), Marathi (Read-Write-Speak), Kannada (Speak), Intermediate-Level German (Read-Write-Speak), and Basic-Level French (Read-Write-Speak.) I possess proven leadership and team management skills. I have the ability to work individually as well as part of team.

### Relevant Engagement Details

<b>Time Period</b>	<b>Organization</b>	<b>Designation</b>	<b>Responsibilities</b>
Aug'15 to date (Current)	Self-employed Editing and Proof reading consultant	Self-employed	<ul style="list-style-type: none"> <li>• Perform editing, proof reading and formatting of content received from client and submit the completed work on time with &gt; 95% accuracy</li> <li>• Manage Translation projects</li> <li>• Manage Vendors</li> <li>• Project bidding in proz.com</li> <li>• Business Development</li> </ul>
Prior engagement details available upon request			

### Training

- Currently pursuing French language course conducted by [Alliance française de Bangalore]

### Education

3 Year Diploma in Electrical Engineering.	Board of Technical Education, Karnataka	KIET, Polytechnic, Bangalore / 1993 pass	Industrial Electronics as Elective Subject.
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### Personal Details:

Residency – Resident of Bangalore, India; Passport – Available and valid as on date; Visas – None as on date; DOB: Oct'70; Hobbies: Reading, Listening to Music, Travelling, Acquiring new skills; Marital status – Single;

References are available on request.