

# Nienghoikim Gangte

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## EXPERIENCE

Worked as a CCA with PCITS Pvt Ltd.(04/2014- 05/2022)

Worked as a Visual Merchandiser with Munich Polo.(06/2013- 02/2014)

Worked as a Freelancer Interior Designer.(02/2012- 08/2021)

Worked as a Freelancer Transcriptionist,Translator,Part Time Data Entry, Virtual Assistant, Proof-Reading, Article Writing, Blog writing, Content Writing, Ghost Writing (Upwork, Fiverr, Freelancer,Medium.com,creativewritingnews.com,eatingwell.com etc)

## EDUCATION

.High School diploma from CBSE Board(Holy Child Auxilium,Delhi) (2008)

.Bachelor's Degree in Arts from Churachandpur College,Manipur(2011)

.Bsc In Interior Designing from Polytechnic for Women,Delhi(2012)

.Diploma in Visual Merchandising from Academy of Applied Arts,Delhi(2013)

## SKILLS

. File Correction . Attention to Detail .Transcription preparation .  
Excellent command of grammar, spelling, and punctuation .  
Exceptional listening and comprehension skills .  
Ability to work independently and meet tight deadlines . Strong organizational and time management skills.

## LANGUAGES

English-B2 level . Hindi-B1 level

## PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills.  
Eager to secure an entry-level transcriptionist position.  
Ready to help the team achieve company goals.  
Organized and dependable candidate successful at managing multiple priorities with a positive attitude.  
Willingness to take on added responsibilities to meet team goals.  
Skilled at accurately transcribing audio files into written documents.  
Works with a variety of audio sources utilizing modern transcription software to complete on-time assignments.  
Expertly manages time and simultaneous projects.

