

**Vidyashankar.R.K.**

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Karnataka, INDIA

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#### **EXPERIENCE SUMMARY**

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- ▶ Experience in the field of Translation, proof reading .
- ▶ Excellent communication skill and client interaction.
- ▶ Good knowledge of computers.
- ▶ Comfortable working in a team.

#### **CAREER OBJECTIVE**

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To advance my career and enhance my writing skills.

#### **Talent and Skills:**

- Very good communication, presentation and client interaction skills.
- Very good command over **Kannada Language** and writing skills.
- Self motivated and hard working.
- Promptness and dedication to work
- Proven ability to work independently with little supervision
- Excellent analytical and decision-making skills
- Proven multitasking skills and ability to work efficiently on multiple projects within strict deadlines
- Ability to generate content in a clear and precise manner
- Excellent knowledge of grammar and use of punctuation marks

#### **WORK PROFILE:**

##### **1.Karvy Stock Broking Ltd**

**Designation-** Relationship Manager

**Period:** Jan 2003 to may2008

Roles and Responsibilities

- Products handled include equity, commodity, mutual funds, insurance, derivatives PMS etc
- Handling corporate and HNI clients for their investments
- Analyzing current trends of the stock market & impact of global trends towards local market
- Assess Impact of Commodities on Capital markets
- Handling PMS accounts for numerous clients with applicable Revenue.
- Served as Resource Trainer for internal Products & Technical modules
- Given demos & presentations on Cash market, Derivatives, & Mutual Funds etc
- Assisting in various processes of Demat and Online Trading
- Organized awareness programs and induced awareness of Capital markets in the present financial scenario.
- Retaining Clients and Subordinates for longer term with the Company
- Handling Client grievances and been a good resource between the clients and the Company
- Introducing new clients to the Organization.
- Handling service issues and Back Office Operations.
- Handling a team for achieving the assigned targets.
- Offline, Online Demat, Trading A/C opening for Individual and NRI.
- Providing Presentations for client and Corporate.

## **2. Organisation – Aditya Birla Money.**

Designation – Sr, Relationship Manager

Period: Jun 2008 to May 2010

Job Profile -:

- Acquiring and servicing HNI clients
- Products handled include Equity, Mutual fund, Insurance, Derivatives
- I managed the entire administrative process for the online trading account, exclusively for Corporate accounts.

**3 . Currently working with Sentry language solutions since July 2010 ( Idsr wealth consultancy Ltd)**

**Working as a Language specialist – Kannada**

**Job Responsibility**

Translation and Proof reading

Project includes Android, Make my trip, Hello TV, Gionee, Gaana.com, Snap deal, Book my show, Housejoy, Medikeo, Moneyview (Translation from English to Kannada)

Freelancing experience with various companies like Abhayam translators, Mangrol Multimedia etc

Translation from English to Kannada

Creating and managing templates and styles along with content creation

Developed high quality content for e-learning courses

Writing quality content for blogs and press releases

Edit and rewrite articles assigned from time to time

Creating ,revising,editing and proofreading text content for websites,blogs,case studies,new products and advertising copy.

**EDUCATION**

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Year	Qualification	University/ Board
2002	B.com	Acharya Tulsi National College Of Commerce. Kuvempu University Shimoga
1999	P U C	DVS Independent College, Shimoga Karnataka PU Board
1997	S S L C	National Boys High School Karnataka Secondary School Board

**COMPUTER LITERACY**

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At ease with common application MS Office which includes:

- MS Projects
- MS Word

- MS Excel
- MS Power Point

Mail Server:

- Outlook Express
- Microsoft Outlook

## **PART TIME WORK EXPERIENCE**

Translation work(worked for a Medical project English to Kannada)

Data entry work(Worked for a Insurance project)

Translation from Audio & Video(Worked for a Add agency)

## **PERSONAL DETAILS**

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Father's Name: Krishnamurthy

Date of Birth: 28/11/1980

Languages Known: English, Hindi, Kannada and Telugu

References: Available on request.

Date

Place

Vidyashankar.R.K.