**RESUME**

 **Name : Bala Tripura Sundari Pratapagiri**

 **Address : Plot No: 28, Road No: 3,**

 **Subhadranagar, Vanasthalipuram**

 **Hyderabad, Andhra Pradesh,**

 **India**

 **Mobile No : 91-9908346445**

 **E-mail ID :** **Tripura.pratapagiri@gmail.com**

 **Qualification : B.com.**

 **Technical Qualifications : Type Writing(Lower 1st Class,Higher IInd )**

 **Short Hand (Lower)**

 **Computers: MS Office, Ad. photoshop**

 **Experience : 7-8 Yrs Worked as Typist**

 **3Yrs as Data Entry Processor at FBCL, 5 Yrs. as Upadhi & Education Coordinator and now working as Marriage Bureau Coordinator since 4yrs. At Dhanwantari Foundation International**

 **I am working as Freelancer Translator**

 **Since 7yrs.**

 **Knowledge of Translator :** In present job I am translating files like

 **Astro, Mythology, Did you know**

 **Amazing facts of the world, IT, HR**

 **Health, Health disorders,**

 **Freedom flight of India, G.K.**

**Exercise, Nature cure, Cricket trivia’s,**

**News** and much more.

 **As A Freelancer : I am working as a freelancer as well and**

 **Working on word basis. Presently**

 **I am working for Ansh.Com**

 **Akhil & Co.,Sri Sai translations,**

 **Vie Support Translations,La Solutions**

 **Lekhaka.com, Instamaze etc.**

 **P.Bala Tripura Sundari**