**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**](mailto: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**