**Resume**

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| **Name** | Deepika Agrawal  |
| **Address** | 1 S R Das Road, Ground-Floor, Kolkata-700026Phone – 033-2463 5497Mobile No.- 9830225014E-mail- agrawaldeepika1969@yahoo.in  |
| **Skills** | Language TranslationProofreading & Editing  |
| **Languages** | Mother Tongue –HindiSource Languages –English, HindiTarget Languages –Hindi, English  |
| **Fields** | Clinical Trial Documentation –Translation(IncludesProduct information leaflets, study protocols, advertisement, informed consent documents, contracts, posters etc.) Medical and Pharmaceutical products –Translation(Includesproduct information leaflets) Technical Translations- Machinery, Working of vehicles. Legal Translations- Contracts, Official Documents, etc. General Translations- Certificates, Mission Statements,Code of Conducts, etc. Business –Tourism, Insurance, etc.  |
| **Experience** | 2010 –Present – As a translator & proof reader at Bits Pune since 2010. (Independently translating and proofreading since 2013.) Had earlier worked as a school teacher and then as a trainer at a call centre.  |
| **Education** | Post Graduation (Physics)  |
| **Software Proficiency** | WordPower pointExcel |
| **Capacity** | 2500 words per day for translation.  |
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