

ADMC Officer's Mess,
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Deepti Jadli

CAREER OBJECTIVE

To develop a successful freelancer career.

WORK EXPERIENCE:

- Working as a Freelancer at <https://www.onehourtranslation.com> since Sept 2016. Have secured the status of “Certified Gold Translator, Reviewer and Proofreader”. Translated more than 36000 words and proofread more than 10000 words till date.



- Working as a Freelancer at <https://www.upwork.com> since Jan 15 till date. Have secured a “**Top Rated**” Status by doing quality work. Translated more than 150000 words till date.

My profile link is:

<http://www.upwork.com/o/profiles/users/~0152a0ade6fa9f87ac/>

- Worked as a **part time teacher** in English and Hindi Languages since Jan 2011- Jul 2015.
- Worked with **ITC – Welcome Heritage** since Feb’ 09 till May’ 09 as Executive Assistant to Head of Sales & Business Development.

- Worked at **Deloitte Haskins & Sales** from June '08 till Jan '09 as Executive Assistant to the Managing Director.
- Worked with **MAX Hospital** (Saket) as Executive Assistant to Sr. Consultant Cardiologist from April' 2007 till 20 June 2008.
- Worked with IT Company, **PC Solutions (p) Ltd** as a Front Desk Executive from May 2006 till April 2007.

PROFESSIONAL QUALIFICATION:

- One Year **Diploma in Office Management** from YMCA Education Centre, New Delhi 2006.
- Diploma in Creative Writing in English from IGNOU 2014.
- Beginner's Certificate in Dancing from Shiamak Davar's Summer Workshop at Lucknow 2013.

ACADEMIC EDUCATION:

- High School Examination Passed from C.B.S.E. Board in 2003.
- 10+2 Examination Passed from C.B.S.E. Board in 2005.
- Bachelor of Arts from MP Bhoj Open University 2010.

PERSONAL PROFILE:

Date of Birth : 14th November 1987.
Marital status : Married.
Language Proficiency : Hindi & English.



(Deepti Jadli)