**Personal Details**

**Name- Garima Mathur**

**Age- 40years**

**Nationality- Indian**

**Country of residence- India**

**Languages known- English , Hindi, French and Nepali**

**email :** **sultybaby@gmail.com**

I am a dynamic, motivated, and professional individual, with a genuine interest in teaching, writing, and translation. My interactive style of writing creates appropriate learning environment. Besides English, I have efficiency in Hindi, Nepali and French too.

**Reliable Writer/ Editor /Translator/ Proofreader**

I am a successful translator and writer with wide writing experience with various websites and companies. I am now looking to utilize my communications skills within the fast moving writing and translating arena. I also provide Editorial services for a vast range of subjects like Academic, children's fiction, fiction, food, gardening, women special, language, and travel.

### Special points

A post graduate in English literature with 7 years of teaching experience, I am available to for any type of project ranging from writing, translation and editing magazine articles, brochures, and annual reports to book-length pieces. I can work with hard copies or electronic manuscripts as well. I pay professional attention to accuracy and detail; sensitivity to writing style and clear language.

### Subject fields

Translation (English to Hindi and French and vice versa)

Copy writing

 Copy-editing

 Proofreading

 Rewriting

 Voiceover in Hindi and Nepali

**What makes me special!**

My excellent organizational skills and the ability to juggle multiple tasks on deadline make me special. My motto is dedication towards work and provide complete satisfaction to my clients.

## I AM –

## Reliable

## Creative

* **Well-Organized**
* **Persuasive**
* **Honest towards work**
* Enthusiastic
* Hard working

**Educational Qualifications**

Master of Arts (English litt.) - University of Rajasthan (India) - 1994

Bachelor of Science - University of Rajasthan (India) - 1992

Bachelor of Education - University of Allahabad (India) - 2002

**B2 level diploma in French language - Alliance Francaise**

Computer skills - Windows, MS Word, Excel, internet

**Work Experience**

**1. Little Angel’s Public School (1999 – 2001)**

This was the first placement year of my teaching career, where I was given

sub-junior classes. Besides teaching, my duties included administrative and PR

support to the institution. This position called upon many skills I had learned as part

of my degree and tested my academic as well as creative abilities to put them into

practice in a ‘real world’ situation.

**2. Nepal Bharat Maitri Vidyalaya (2001- conti…)**

I am still continuing my teaching career. Here my responsibilities include teaching English to std. 10th, 11th, and 12th. I am the chief editor of our school magazine for last four years.

**3. Written a book on Indian culture and cuisine**

This was my first step into the world of writing. I am glad to claim that the book proved to be a great success and pepped up my moral to continue doing the good work. I have translated the book into French also and very soon, it will be on book store shelves.

**4. Translated a website from English to Hindi (2006)**

This was a book store site that I translated from English to Hindi. Later, I translated the same site into **French** also.

**5. Translated a book from English to Hindi**

This was a cookery book, written by a French writer (Gabrielle Guichard). I not only translated the book, but also helped the writer in deciding the age group of the target audience and other such things.

Title of the book - “Hindi Words To Say it- Pastry Making”

Written by - Gabrielle Guichard

Translated by - Garima Mathur

**6.** **Translated a University level Economics Book From English to Hindi- 2002**

**7. Translated website “The World in Photos” from English to Hindi. My name can be seen in their contributor’s list. - 2004**

**8. Translated a safety manual from English to Hindi- 2003**

This was a fire safety manual which I translated from English to Nepali and Hindi both. -2003

**9. Translated Driving License Hand book from English to French.- 2003**

**10. Translated Colgate add from English to Nepali. - 2004**

**11. Translated various documents** (driving license, educational certificates, etc.) from Hindi and Nepali to English.

**12. Written 100 articles on health and fitness.**

**13. Written approx. 150+ articles on various other topics.**

**14. Translated a survey manual of 10,000 words from English to Hindi - 2004**

**15. Translated a book on health and fitness - 2005**

**16. Translated a manual (14000 words) in French - May 2008**

**17. Translated a questionnaire of SSRC (6000 words) in Hindi - June 2008**

**18. Translated pages for a website of family tree (2600 words) in Hindi – June 2008**

**19. Translated website “ATCreadback.com” from English to Hindi - March 2009**

**20. Translated website “Colortoons” from English to Hindi - 21st April 2009**

**21. Finished 100 articles on Recent Financial Crunch - 2nd May 2009**

**22. Translated a document (10,000 words) from English to French – June 2010.**

**23. Translated a catalogue from English to French - December 2010.**

**24. Translated a CV and two more documents (5000 words) in French – January 2011.**

**25. Translated 15000 words (poker articles) from English to French – February 2011.**

**26. Translated the website www.drmenouillard.com from French to English- April 2011.**

**27. Translated three files containing 20,000 words from English to Hindi – June 2011.**

**28. Translated a hand manual of 11,000 words from English to Hindi – July 2011.**

**29. Translated a Development Report for a district in Bihar from English to Hindi – September 2011.**

**30. Translated 2 Maths chapters for class 10th from English to Hindi - December 2011.**

**31. Translated the website EthnicPortal from English to Hindi – January 2012.**

**32. Translated a Tourism Dictionary from English to Hindi - February - November2012**

**33. Working as a freelance French article writer for a company - November 2012 – Conti…**

**My Hobbies include –**

Swimming

Reading

writing

Playing guitar