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| AREAS OF EXPERTISE   * Translating documents * Interpreting * Proofreading   PROFESSIONAL   * Communication skills * Presentation skills   PERSONAL SKILLS   * Detail orientated * Well organised * Friendly   PERSONAL DETAILS  Rajendran Gokila  248 Ang Mo Kio Ave 2  #03-22 S560248  T: 90126273  E: [gokilasankar@gmail.com](mailto:gokilasankar@gmail.com)  DOB: 25/09/1984 | G*okila*  *Translator*  PERSONAL SUMMARY  A reliable & talented translator with a proven ability to translate written documents from a source language to a target language (English/ Tamil). A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.  WORK EXPERIENCE  TRANSLATOR - 2008 - present  ***Jobs****:*   * Translation of documents/letters/ brochures/ Signage from English to Tamil & vice versa for various industries. ( Tourism / Health care/Government services) * Reviewing and proofreading mother-tongue text. * Conducting face-to-face interpreting / Telephone interpreting. * Working as a translator for local councils.  |  |  | | --- | --- | | Rates | | | Up to 1500 words | flat rate of $150 | | More than 1500 words | $0.10 per word |   KEY SKILLS AND COMPETENCIES   * Familiar with translation software tools. * Able to fluently speak, write and type in English & Tamil. * Excellent communication and social skills. * Able to work to tight deadlines. * Highly skilled in Word, Excel and Microsoft Outlook. * Willing to travel and able to work under pressure. * Able to prioritise work.   ACADEMIC QUALIFICATIONS   * BA Tamil Language and Literature with Communication   **Sim University – Currently pursuing**   * Diploma In Engineering Informatics  **Nanyang Polytechnic 2002 – 2005** * O level **St Margaret’s Secondary** **1997 – 2001** |