Jasmin Gilani

Mobile : 9426786336 & 9265046963, jasmin\_gilani@yahoo.com

Address : “Gilani’s” 6, Subhash Nagar, Rajkot, Gujarat, India

**Career:** Utilizing my hard earned academic records in professional field to make living. Honesty, quality and integrity are my assets. I am a learner and will be throughout my life. I am engaged with students to upgrade their academic skills for their better living.

**Qualification**

* **B.Com.** in 1997 with 62%
* **MCA (Master in Computer Application) from IGNOU 68.17% in Dec 2002.**
* **HDSE** (**Higher Diploma in Software Engineering**) from Aptech Computer Education with Distinction 1996.
* Pursuing **MSW in counseling** from IGNOU.

**Skills**

* *Content Writing*
* *Translation : English to Gujarati, Gujarati to English*
* *Transcription*
* *Advanced Excel : formula, VBA, Macros, and customized work in MS-Excel*
* *Creating and Enhancing PowerPoint Presentation*
* *Students and Career counseling.*
* *Trainer for Information Technology subject*

**Work Experience**

I am working as a Freelance Translator from 2016. My language pair is English <> Gujarati. Below are the companies and work details with which I have worked in last 5 years.

1. Ansh Translation <https://anshintertrade.com/>
	* I am working on regular basis with them since 2016.
	* Projects assigned are generally from English to Gujrati and Gujarati to English including translation, transliteration and proof reading.
	* Various projects work on are : notice, notice reply, wills, registration deed, trust matters, police case matters, notary documents etc., wedding cards, birth and death certificate, school leaving certificates, visa matters, questionnaires, SOPs, news and advertisements and other documents.
	* All their timelines are duly met with customer satisfaction.
2. Global Enterprises – Gandhinagar, Gujarat
	* I am working on regular basis with this company from 4 years.
	* Their projects includes technical and general brochures, meeting minutes, general documents from government, co-operative and multinational companies, Prabandhak tools, question papers.
	* I have also worked on Prabandhak tools for their project.
3. Word Publishing, Mumbai, India. [www.wpsgp.com](file:///C%3A%5CUsers%5Cuser%5CDocuments%5Cwww.wpsgp.com)
* Working with this company since 1.5 years.
* Worked on ‘Prabandhak’ tool for more than three cycles.
* Work was from various domains.
* Successfully met deadlines with satisfaction.
1. Language Consultancy Services Private Limited | [www.lcs-world.com](http://www.lcs-world.com)
* I am working with them since 2016.
* Domain worked with them is transliteration and translation of religious lecture of Swamiji from YouTube.
1. Lingo Cart , New Delhi
* I have worked in general domain for this client.
* Submitted all the work in due timeline and with satisfaction
1. PPT for Professionals
	* I have been making PPT for various professionals including Doctors, lecturers, trainers and dieticians from more than 10 years.
	* Major work includes typing content, formatting and giving them professional forms.

**Earlier experience**

1. I am also working as a Freelance Trainer. I have and am undertaken projects like IT training in MS Office, Advanced Excel, Access, Tally and customized IT courses, English language, Content Writing, Data Analysis, report making and presentation work etc.
2. Worked as Content Developer and Project Incharge at Station-e Info Services Private Limited from May-2013 to Dec 2017. Managing content development for Computers, Vedic Mathematics, skills and language modules and other subjects.
3. Visiting Computer Lecturer at Lt. Meenaben J. Kundaliya English Medium Mahila Commerce College, Rajkot, from July 2007 to April 2013, for Computer Science subject. Also worked as computer subject faculty at S.J. Thakkar Pharmacy College for B.Pharm students for two cycles. [2016 -2017]
4. Worked as **Academic head cum Course Coordinator** at **National Institute of Management and Information Technology – NIMIT Rajkot** from Feb, 2000 to Dec, 2011. Job specification comprised of coaching to graduate, post graduate students, handling corporate batches, course designing, regularizing and controlling schedule of batches, maintaining discipline.
5. Corporate Computer trainer of Indian Oil Corporation Ltd., Customs and Central Excise, Marwadi finance and Rajkot Dairy for MS Office, Advanced Excel and VBA programming with MS Excel from 2000 to 2005.
6. Visiting faculty for Computer Subject for Std 10 at Bharti Vidyalaya, opp. Junction Plot Rajkot 2006-2008.
7. **Senior Faculty** at **Sunshine Computer Academy** **Rajkot** from 1998 – 2000. Job comprised of course designing and teaching to school students, Advanced level course to external students.
8. Worked as **Faculty** at **Informatics Computer Institute** – **Rajkot** a Singapore based company from 1996 to 1998. Job Specification comprised of teaching to courses affiliated to University of Cambridge.

**Other details**

* **Domains : I am comfortable working with below mentioned domains**
* Information Technology
* Commerce / Business
* Arts and Humanities
* Food / Nutrition
* General
* Geography & History
* Human Resources,
* Psychology
* Religion & Spirituality
* Social Science
* Sports & Fitness
* Travel & Tourism
* Would like to try new subjects/field.
* **Rate :** 0.80 INR per word (negotiable)
* **Date of Birth** : 15-10-1975
* **Languages** : English Hindi Gujarati
* **Daily output :** 1000-2500 words (depends upon content and my availability)