|  |  |
| --- | --- |
| Joginder Singh | House No.-06, Navedic Complex,  VPO-Pabhat, Zirakpur,Punjab-140603  (+91) 9988228985, sjoginder01@gmail.com |
| OBJECTIVE | |
| To attain challenging & responsible position, where I can enhance my skills & capabilities in consonance with organization goals & Aims to be associated with the organization that provide me an opportunity to show my skills & improve my knowledge with the new trends. | |
| WORK EXPERIENCE | |
| * **Verbo Labs – Translator ( English to Hindi) -- June 2018 to Present ( freelancing)**   **Job Responsibilities:-**   * **Video subtitling** * **Serial Script Translation** * **Nimble Solutions Pvt. Ltd. – Translator ( English to Hindi and Punjabi) -- June 2015 to Present** | |
| **Job Responsibilities:-**   * **Script Translation from English to Hindi and Punjabi.** * **Article Translation from English to Hindi and Punjabi.** | |
| EDUCATION | |
| |  |  |  |  | | --- | --- | --- | --- | | Year | Examination | Institution/Board | ( % ) | | Jun-2012 | **B.Com** | Panjab University | 60% | | May -2009 | **12th** | C.B.S.E. | 58% | | Mar -2007 | **10th** | H.P. Board | 60% | | |
|  | |
| PROFESIONAL SKILLS | |
| * **Computer Operations (MS Office)** | |
| * MS Word * MS Excel * Paint * Power Point | |
| * **Other Skills** | |
| * Ability to work to deadlines * Good general knowledge * Good spoken and written English | |
|  | |
| PERSONAL SKILLS | |
| Attentive: To notice, pay attention to, careful attention.Adaptable: Able to adapt oneself to new surroundings; to make suitable change so as to fit new conditions.  * Confident: Trusting, fully assured, belief, trust in yourself. * Determined: To do, resolve, on a course of action. * Honest: Not lying, cheating or stealing, sincere. | |
| PERSONAL DETAIL | |
| |  |  | | --- | --- | | Date Of Birth | 31-Jan-1991 | | Sex | Male | | Nationality | Indian | | Marital Status | Single | | |
|  | |
| DECLARATION | |
| Hereby, declare that all the information given above is true and correct to the best of my Knowledge.  (Salary negotiable as per job profile.)  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Joginder Singh)** | |