**MAHESH KUMAR.C.B**

JP NAGAR,

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| WORKING LANGUAGES |  | **English to Kannada**  **Kannada to English** |
| SKILLS PROFILE |  | * Experienced translator/ interpreter * Dramatically enhanced customer-satisfaction ratings by expediting all claims and ensuring a high degree of accuracy. * Received numerous accolades from senior management for consistently providing excellent service and tactfully resolving sensitive issues. * Excellent working knowledge using IBM systems; Lotus 1-2-3, Microsoft Excel, WordPerfect, Microsoft Word. * Created own glossary for oil terms used for well stimulation procedure. * Knowledge of and experience with corporate mailroom procedures * Good filing and organizational skills * Experience in handling confidential paperwork * Ability to take accurate phone messages and deliver messages promptly * Good customer-relations background |
| EXPERIENCE |  |  |
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| **November 2011— TILL DATE** |  | **Content writer/Translator,**  **LEKHAKA**  LEKHAKA is a major freelance company, established in india and ONE INDIA is the major client.   * Translating technical documentation. * Content writing for news. * Translating Letters and Hitch reports, minutes of meetings, email correspondence * Translating Eng/kan, kan/Eng: * Specialised software application and manuals * Capital workover operations reports * Computer modelling of well diagrammes * Well completions, waterflooding reports, instructions * Bottomhole treatments,stimulation events * Laboratory papers, tables and tests results prior to well treatment * Geology description of well, geology reports * Updated reports and other technical documentation for BP specialist |
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| EDUCATION |  | Diploma in mechanical And completed DTP course. |
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| AREAS OF EXPERTISE |  | * Technical/Industry * Logistic * Construction * Oil and Gas * Legal * Accountance * IT: hardware & software * Pharmacy * Business, Financial texts * Questionnaires * General texts |
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| SOFTWARE & HARDWARE |  | * Powerpoint * Pagemaker/InDesign * Framemaker * Access * Adobe PDF * Babylon * NUDI * BARAHA   ***Hardware***: WindowsXP, 512 MB RAM, DVD-RW/CD-RW, LCD monitors, Laser printer, Scanner, Internet |
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