**MAHESH KUMAR.C.B**

JP NAGAR,

NEAR INDIRAGANDHI CIRLE,

Phone: +91 9448967236

E-mail: maheshchn@gmail.com

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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
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| 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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