

PARMINDER KAUR

Lives in Chandigarh, India. Mob – 7696274912, Email – kparminder2022@gmail

Objective

Highly motivated and qualified professional with a strong academic background in education and translation, possessing fluency in English and Punjabi translation. Eager to utilize proven communication skills and cross-cultural understanding to contribute to a dynamic environment. Seeking a position where I can make optimum use of my ability, knowledge and skills to work in any field. To explore myself by fulfilling the challenges ahead and to go forward to the goals of my life to serve society and become a good human being.

Professional Experience

- **Senior Language Associate for Punjabi Language:** with *ANUVAAD COMMUNICATION* since June 2018 till present.
 - **Translator and Clerk:** with Kumar And Associates at Punjab and Haryana High Court Chandigarh since June 2018 till present
 - **Translator (Punjabi Language) and Associate:** with *Excelleza Clinical Trial Solutions Pvt. Ltd.* since August 2022
 - **Translator (Punjabi, Hindi and English):** *ANAN ENTERPRISES*, since April 2022.
 - **Translator (Punjabi, Hindi and English):** with the Firm *Skyword Language Solutions* since July 2022.
 - **Associate Translator and proof-reader:** (full-time) from January 2016 to May 2018 with Brain Sphere Infotech.
-

Academic Qualification

- Secured **55.4%** in **10th (2007)** and **71.2%** in **12th (2009)** from CBSE Board.
 - From Panjab University, Chandigarh earned a **Bachelor's degree (B.A.)**(with Elective Punjabi) (**64.04%**) in **2012** and a **Bachelor of Education(B.Ed.) (General)** (**70.54%**) in **2014**.
 - Qualified for the **Central Teacher Eligibility Test (CTET)** in **2015**.
 - Acquired a **Master's degree in Education (2015)** (**71.66%**) and a **Master's degree in Punjabi (2017)** (**60.06%**) from Panjab University, Chandigarh.
 - Qualified **Haryana Teacher Eligibility Test (TGT)** in **2018**.
 - Achieved a **77.75%** score in the **Diploma in Translation** program (**2018**) from Panjab University, Chandigarh.
-

Other Achievements

- Certificate in **Recognition of the Publication of the Research Paper** Entitled **A Study of Personality of Adolescents in Relation to Parenting Styles** International Journal of Research in Management and Social Science.
- Certificate of **Merit in Inter College Competition, DISHAAYEIN-2015, the career fest** and stood Second position in Street Play, in M.ED 2015.

- Certificate of **Merit in Panjab University Zonal Youth and heritage** and stood Second (Individual) position in Skit, in M.ED 2015.
 - Certificate of **Merit in Panjab University Zonal Youth and heritage** and stood Third position in Skit, in M.ED 2015.
 - **NSS Camp Certificate** in B.Ed, Government College of Education, Sector 20, Chandigarh. 2013.
 - First Position in '**Coloured map making Competition**' during last two years of Bachelor Degree. 2011-2012, Organized by P.G.G.C.G. 11, Chandigarh.
 - Certificate of **Merit in Panjab University Zonal Youth Festival** and stood 3rd in 2011.
 - **NSS Camp Certificate** in B.A 2nd Year, P.G.G.C.G Sector 11, Chandigarh. 2011.
 - **NSS Camp Participation Certificate**, Education Department, Chandigarh Administration. 2009.
 - **March Past Certificate**, on Independence Day, by Education Department, Chandigarh Administration 2008.
 - **NSS Camp Participation Certificate**, Education Department, Chandigarh Administration. 2007.
-

SKILLS

- 120 Hour, **Basic Computer Course** from the Education Department, Chandigarh in 2006.
 - Knowledge of **Quark X-press** and **InDesign software**.
 - **Translation and Proofreader** in Brain Sphere Infotech (English to Punjabi) of 1 year.
 - **Translated Books / Election matters of the Election Commission** of India from English to Punjabi.
-

Strength

- Self-Confidence, Hardworking & Sincerity
-

Hobbies & Interests

- Reading , Theatre, Art and Craft.
-

Personal Information

- **Father's Name** : Rajpal Singh
- **Mother's Name** : Balwinder Kaur
- **Date of Birth** : 10th February 1991
- **Marital Status** : Married
- **Sex** : Female
- **Nationality** : Indian

Date:

Place: CHANDIGARH

PARMINDER KAUR