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|  | **Shilpa R. Poshe** Sector 4, Kharghar Navi Mumbai 410210INDIA.+ 91 - 9819291984sposhe@rediffmail.com |
|  | ObjectiveTo work sincerely to the best of my ability to attain the goal of the organization; simultaneously achieving my personal goal.Education* Bachelor of Commerce in June 1993
* Bachelor in Theology in June 2019
* Diploma in Office Management
* Diploma in Computer Application

Date of Birth5th April 1973ExperienceHave over 20 years of experience in various fields which includes language translation, administration, operations, customer service, marketing co-ordination* Currently working as a full-time **Freelance Translator** for Marathi, English, and Hindi Language (all pairs) since last one year.

Some of the recently completed projects are as below :* End TB Clinical Trial related Medical Forms of MEDICAL SANS FRONTIERES (DOCTORS WITHOUT BORDERS)- FRANCE – Marathi to English
* Electrician Domestic Solutions – Student handbook - English to Marathi
* Trainee Associate - English to Marathi
* History Text Book of Standard 10th – English to Marathi
* FMCG Manufacturers website content – Marathi to English
* Christian Biblical Lessons of a reputed Bible College – English to Hindi
* Ombudsman Policy – English to Marathi
* Worked with **One Hope Ministry (Christian NGO)** as an **Operations Executive** from March 2009 till March 2018
* Worked at **Kotak Securities Ltd.** as a **Team Leader, Quality** from March 2004 till February 2009
* Worked as a **Marketing Coordinator** at **HS Engineering & Marketing Services** from May 2003till January 2004

Skills* Quick Learner
* Multi-Tasking
* Hard Working

Family* Husband – Works in Social and Religious services.
* Daughter (11 years) studying at Ryan International School in Std. VI
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***Shilpa R. Poshe***