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|  | **Shilpa R. Poshe**  Sector 4, Kharghar  Navi Mumbai 410210  INDIA.  + 91 - 9819291984  sposhe@rediffmail.com |
|  | Objective  To 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 Birth  5th April 1973  Experience  Have 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 |

***Shilpa R. Poshe***