**CURRICULUM VITAE**

**Shalini Agarwal**

**Address**: H no.322, Sector-46, Faridabad (HARYANA) Pin code-121001

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**CAREER OBJECTIVE:**

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

**CAREER PROFILE AND EXPERIENCE:**

**June 2013- April 2014-** Worked with Adwika Translation as a translator, New Delhi

**May 2014- Aug 2015 –** Worked with Braahmam Net Solutions as a translator and proof reader, Noida

**Sep 2015- Present –**Currently associated with:

* Vie Support, Chennai
* Language No Bar, Noida
* Language Consultancy Services, New Delhi
* Om Shanti Translation, Jaipur ETC.

With all these four translation agency mentioned above I am working as a freelance translator and proof reader providing quality services to the esteemed clients. The job involves converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

**Duties:**

* Technical phraseology to ensure the correct translation is used.
* Liaising with clients to discuss any unclear points.
* Providing guidance & feedback & creating customer-specific style guides.
* Translation of documents/letters from a foreign language to English & vice versa.
* Reviewing and proofreading mother-tongue text.
* Revising junior translators' translations.
* Supporting the translation team with other projects when necessary.
* Excellent English speaking and writing skills.
* Retrieving articles from newspapers, magazines & the internet & translating them into English.

**KEY SKILLS AND COMPETENCIES**

* Familiar with translation software tools.
* Able to fluently speak English, Hindi, Urdu and Bhojpuri.
* Excellent communication and social skills.
* Able to work to tight deadlines.
* Highly skilled in Word, Excel and Microsoft Outlook.
* Willing to travel and able to work under pressure.
* Able to prioritize work.

**Area of Interest:**

**• Marketing and Advertising**

**• Business and Economics**

**• Information Technology**

**• Telecommunications**

**• Journalism**

**• Tourism**

**• Education**

**• Manual**

**• Magazine articles**

**• Websites**

**• Technology**

**• Science**

**• Brouchers**

**Academic Qualification:**

**ExamBoard/UniversityYear**

M.Sc (organic chemistry) from MGKVP University, 2014

B.Sc (zoology + chemistry) from Purvanchal University of , 2004

Intermediate from Inter College UP Board - 2001

High School Inter College UP Board - 1999

Having Knowledge in MS-excel, MS-word &Basics of computer’s.

Photoshop, Sound forge, 3ds max, flash , director.

**Personal Details:**

Father’s Name Mr. Radhey Shyam Gupta

Date of birth 27th JAN 1984

Language Proficiency Can Speak and Write Hindi, Bhojpuri & English

Marital Status Married

**Hobbies:**

Travelling, Troubleshooting, solving puzzles, Languages & listening to Music & making friends

**DATE: PLACE: Faridabad**