**VINAY PRAKASH SRIVASTAVA**
E-mail : vinaysrivastava609@gmail.com
Mobile : +91-7814-030-789

***PROFESSIONAL SUMMERY***

* Cross-functional and diverse technical experience of 43 years out of which 28 years in the field of translation from English to Hindi.
* Result-oriented Engineer cum manager with a hands-on approach to tackling projects and accomplishing goal.
* Hardworking, enthusiastic and result-oriented Engineer offering continuous process improvements and human relations.
* Skilled overhauling expert in product management and operations background. Willing to share his expertise with a progressive organization.

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| * Problem solving attitude
 | * Ready to learn from all
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| * Team builder and team leader
 | * Multidisciplinary exposure
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| * Good listener
 | * Strong communication skills
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| * Problem solver
 | * Comfortable in diverse team environment
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| * Fast learner
 | * Training & development of all the members of the team so as to have a strong team
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 ***SKILLS***

***WORK HISTORY***

**1. INDIAN AIR FORCE**

*SUPERVISOR & AERONAUTICAL INSPECTOR (INDIA), May 1973 to May 1988*

1. Calibration and overhauling of aircraft instruments & systems which includes –

* Calibration of pressure gauges, transmitters, altimeters, air speed indicators, compasses, gyro systems, valves, pressure switches, etc.
* Repair & overhaul of pressure switches, pressure gauges, gyro systems, air position indicators, air speed indicators, magnetic compasses.
* Conducted reverse engineering of air position indicators, pressure gauges & pressure transmitters and common transmitters, etc.
* Production planning
* Preparing of control charts for repair & overhauling of instruments and maintained production process records of departments.
* Provisioning of spares & tools required for production.
* Advising workman in diagnosing snags and their rectification.
* Worked as a Quality Assurance Inspector in Aeronautical Inspection Deptt.
* Worked as Technical Instructor for some time.

**2. RESERVE BANK OF INDIA**

*ASSISTANT GENERAL MANAGER, INDIA, May 1988 to May 2016*

In addition to general administrative work, I successfully performed the following task.

* Translating and editing from English to Hindi and proof reading of reports, bulletins, press releases, general circulars, master circulars, manuals, booklets, operating instructions, tenders, contracts, agreements, etc.
* Editing of reports and Hindi house magazines.
* Handling of translation projects in a tight schedule.
* Conducting meetings to update the staff on policy matters.
* Conducting workshops to train officers and staff in progressive use of Hindi.
* Liaisoning with press to bring out the reports and other publications in time as per schedule.

**EDUCATION**

I acquired my all education in India. My educational & professional qualifications are as below -

* Master of Arts (Mass Communication)
* Master of Personnel Management
* P.G. Diploma in Foreign Trade (World Trade Center)
* Diploma in Electrical Engineering
* Technical Instructor Course
* Hindi Translation Training by RBI

**COMPUTER SKILLS**

* Microsoft Word, Excel and Power Point.

I hereby acknowledge that the information declared here is true and correct to my knowledge & belief.

Place : Navi Mumbai Vinay Prakash Srivastava