

Dear Sir,

I am attaching my CV for your ready reference.

You may notice from my CV that I have a very varied experience in various fields of activity – both professional and personal.

My USPs are:

- i. I have interest in wide variety of subjects.
- ii. I have wide knowledge in number of fields.
- iii. I am an explorer of languages and also have eager to learn different languages
- iv. I have good command over English, Tamil and Hindi
- v. I have proven writing and verbal skills in these languages.
- vi. I am a quick learner and highly flexible to learn new tech, applications and software related to translation, transcription etc.

As far as Translation work is concerned, I have **four years of experience** in Translation, Sub-Titling, Quality Checks, Metadata work, transcription, Text translations, monographs and slogans. In fact, taught many students Hindi, English and Tamil both written, verbal communication

I am also trying my hand in the voice over domain.

DIVYA GANESHAN

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Professional Summary

Experienced customer-oriented professional with strong multi-tasking skills and ability to efficiently prioritize task, coming with high level of professionalism, strong keyboarding skills, strong phone, E-mail handling and conflict resolution skills, as well as demonstrated customer support ability.

Work Experience

Executive- CSS International North

DTDC Express Limited, Super Hub – Delhi

(23/11/2019- till date)

Key Responsibilities Handled

- Ensure the complete and timely delivery of freight by attaining knowledge from clients in order to satisfy their needs and completing paperwork that meets stringent requirements
- Handle day to day operations, customer service inquires and communications pertaining to air exports
- Conducting or preparing any research that the reporting manager may require
- Preparing communications // Reports on behalf of a manager and drafting letters.
- Complete coordination with International counterparts and vendors through Email and telephonically.

Office Coordinator // Customer Support

World Parcel Xpress Pvt Ltd (International Courier)

(15/10/2018 to 20/11/2019)

Key Responsibilities Handled

- Maintained files and records with effective filing systems
- Checking and confirming order status on pickup and deliveries
- Track and log information in the system
- Monitor office expenditures and handle all office contracts (rent, service etc.)

Experience in Translation related domain

- Four years' experience of freelance work with reputed brands and studios (Hollywood, Indian):
- Taught students Tamil language from basic to advance level
- Translation – Films, Web-series, Business agreements, e-commerce entries
- Sub-Titling
- Quality Assurance
- Editing
- Proof Reading
- Meta Data
- Transcription
- Voice Over

Language Pairs:

- **English to Hindi**
- **Hindi to English**
- **Tamil to English**
- **English to Tamil**

Educational Qualification

- Completed Basic computer Course from Lal Bahadur Shastri Institute
- Completed Basic and Advanced Microsoft Excel Course from ICA Institute
- Bachelors of Science (Chemistry) from IGNOU
- Completed class 12th from CBSE board with 70.8%
- Completed class 10th from CBSE Board with 8.6 CGPA
- Advance level language course in English and Hindi
- Basic level course in Tamil language

IT Skills

- Typing and Keyboard skills
- E-mail writing skills
- **Proficient communicator in English, Hindi and Tamil, both written and vocal.**
- **Ability to write Essay, dialogue writing, content writing and factual description in all three above mentioned languages**

Strengths

- Highly dedicated towards my work
- Positive Attitude
- Patience
- Adaptable
- Quick learner

Personal Details

Father's Name : S.P. GANESHAN
Mother's Name : G. AMARAVATHI
Date of Birth : 20-02- 1997
Gender : Female
Languages Known: Hindi, English and Tamil
Nationality : INDIAN

Declaration

I hereby declare that the above mention information is correct to my knowledge

Place: New Delhi