

Abhay Janashvili

Language and IT Professional

"My multinational background and experience enabled me to work for an eclectic mix of clients from around the world. I believe that in a professional setting, seniors are ought to be respected and punctuality is highly valued. That is my philosophy, and what I live by today."



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📍 Mayapur, India

EDUCATION

Sri Mayapur International School AICE Diploma of Education (Merit) 240

04/2010 - Present

Courses & Contributions

- Awarded A* for Computer Science and Mathematics. As well as achieving an A for English Literature, and Advanced Physics. I supplemented my education with studies in IGCSE Economics, Art, and Music.
- Received an 'English and Literature Writing Excellency' award directly from the school principal. Commissioned to write an algorithm for the local bakery's cash register as a school project still used today.

WORK EXPERIENCE

Translator Professional Freelance

02 / 2016 - Present

- While working as a private translator, I was tasked with translating legal documents such as contracts, visa, and passport-related applications for a variety of industries, including media articles and other pieces of writing.
- Accurately translated and proofread complex documents, translated common sayings / slang while preserving their original meaning. (40,000+ words)

Educator Private Tutor

04/2020 - 03 / 2022

- I was responsible for delivering over 20 students in Physics, English, Math, and Computer Science to the next level of their education.
- My professional language background facilitated teaching Russian, English, European, and other international students.

Sales Manager Tropic Décor

07/2017 - 04/2019

- I was assigned to find out what motivates customers to buy the company's products, and learn how to utilise data collected for marketing purposes.
- Secured and closed over 10 major clients for the Supply Department and consolidated solutions for sales strategies still used as company policy today.

Magazine Designer Tropic Décor

07/2017 - 04/2019

- Tasked with designing the company's magazines and other ads afresh. Designed and edited over 1000+ pages of magazines and other means of advertisement, as well as successfully implemented several changes to the company's aesthetic attributes.

SKILLS

- Translation
- Proofreading
- Research
- Language Editing
- Transcription
- Multitasking
- Sales Management
- Teamwork
- MS Office
- Teaching
- Designer
- Excellent Communication
- Writing
- Programming
- Time Management

VOLUNTEER EXPERIENCE

Secretary Work

- I volunteered as a secretary for a senior businessman, assisting with his daily scheduling and other routine activities. He wrote several books and is actively engaged in charity work, as well as improving the infrastructure of his current geographical location.

Translation

- Often during social events, I volunteer to translate speeches and/or individual conversations for visitors, locals, and the online community who wish to participate in the events held in Mayapur..

Tech-Support

- I assist elderly people or those in need in doing routine IT-related tasks, such as reinstalling Windows or BIOS, as well as cleansing the PC of viruses and other unwanted or malicious software.

LANGUAGES

English (UK & US)
Native or Bilingual Proficiency

Russian
Native or Bilingual Proficiency

Bengali
Limited Working Proficiency

German
Elementary Proficiency