

BATUK VAJA

Translator/Typist

batukvaja@rediff.com

Language Pair- English-Gujarati-English

PERSONAL SUMMARY:

A multi-skilled translator with ability to translate written documents from a source language to a target language.

WORK EXPERIENCE:

Freelancer – Translation and drafting of documents/letters from English to Gujarati & vice versa since 1980.

General: Translation and editing of texts including business documents, correspondence, articles, policies, proposals, manuals and procedures for clients.

Legal: Contracts, Agreements, Deeds, Litigation, law-suits, and certificates: Civil, criminal, copyright, patent, and employment law.

- Reviewing and proofreading.

QUALIFICATIONS

Year	Qualification	Location
1989	B.A. [Sociology] First Class	Bhavnagar University, Gujarat
1992	LL.B. and Special LL.B. Stood Third in the University	Bhavnagar University, Gujarat
1994	PGDHRM	IGNOU
1996	PGDPM	NIPM, Kolkata

KEY SKILLS AND COMPETENCIES

- Fluency in English, Gujarati [mother-tongue] and Hindi and Excellent writing skills.
- Excellent communication and social skill.
- Word, Excel and MS Office.
- Priority Matrix

PERSONAL DETAILS

ADDRESS : **25/31-E, Shri Hari Park**
Permanent **Behind Pramukh Swami Nagar**
BHUJ-KUTCH [Pin 370001]
Gujarat [India]

Present : D-4, Umiya Mahel Appartment
Plot No.11, Sector-1
Near Oslo
GANDHIDHAM-KUTH [Pin 370201]

Mobile No. : **+91 98704548**

Email : batukvaja@rediffmail.com

DOB : 17th April 1952

Driving Licence : Yes

Nationality : Indian

References available on request.