**Translation work Resume**

CHITRA MADHAV

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Acquired vast experience by working in the Govt Organisation, mainly in Administration and Training Divisions

Completely managing the official correspondence, **translation of official papers,** apart from arranging of training programmes which includes liaison with the faculty and participants.

Fluent in English, Hindi and Tamil.

Have a complete track record of Very Good reports through out the service

Undergone training in the prestigious Institute at New Delhi in Organisational Behaviour

Basic Educational Qualification is BA. Economics , University of Chennai with ENGLISH AND TAMIL AS LANGUAGES

PASSED OFFICE EXAMS IN HINDI

Certificated in basic training in computers