**D**EEPAK **K**UMAR **C**HAUBEY

**Email: analystdeepak@gmail.com**

**Contact No.: +91- 9911518386**

**Snapshot**

 A multi-skilled, reliable and talented translator with a proven ability to translate written documents from English to Hindi. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds.

 Working as a freelancer for agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from English to Hindi and vice versa .

**Key skills and competencies**

* Familiar with translation software tools.
* Able to fluently speak English and Hindi
* Excellent communication and social skills.
* Able to work to tight deadlines
* Highly skilled in word, excel and Microsoft outlook
* Able to prioritise work.
* Translating articles for news paper from English to Hindi
* Translating for publication House from English to Hindi
* Translating articles and academic books for science subject for agencies.

**Educational Qualification**

2000-2004 B.S.S. (B.Tech –IT) with 69 % Agra University

*Technical*

Operating System : Windows 95, 98, XP, NT / 2000,

MS Office : Word, Excel and Microsoft Outlook

General Software : Pagemaker

**Declaration:**

 I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place:**

 **(Deepak kumar chaubey)**