**Dilip Ganlari**

Harigaon No.1 (Opp. Royal Aawas), Nikamul Satra, Tezpur, Sonitpur, Assam – 784154

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**Objective**

Seeking a career with a progressive organization in “Language Translation” that could be done as “home based” that provides an opportunity to capitalize my skills and abilities. My innovativeness would greatly help if given an opportunity. I ensure my ability to adapt quickly and dedication to work.

**Work Experience**

**General Audio Translation**

* E-Mage Transcripts

**Medical Transcription**

* iScript Services (Online)
* TU Mediscript Pvt. Ltd. (Shivajinagar, Bangalore)
* Jaya Infotec (South End Circle, Bangalore)

**Academic Qualification**

* BA (Tezpur College, Tezpur)
* PUC (Purnendu Narayan Sinha College, Patna)
* S.S.L.C. (KV No.2, Air Force, Tezpur)

**Additional Skills**

* Ability to compose grammatically correct English-written sentences
* English proofreading
* Hindi spoken fluency
* Assamese spoken fluency
* Good typing skills
* Organized and efficient
* Ability to work independently or as a part of a team
* Prior experience of in-house and home-based work

**Possessing Knowledge of**

* Web development
* Digital marketing
* Content writing
* Graphic design
* Animation
* AI

**Interests**

* Net surfing
* Mobile
* Music