



B.M.E.K Banneka

Translator/Proofreader/Teacher

*Translation, Transcription, proofreading grammar & spell checking, Teaching
(Sinhala/English)*

Profile

A well experienced professional Bilingual (English/Sinhala) Translator& proofreader, grammar & spell checker and Teacher for English Language from Sri Lanka Fluent in Sinhala & English Languages. Very good working with MS-Office package, CAT Tools, Email, Online Tools android 10 & Windows 10.

Education

- BSc.in Business Administration, University of Sri Jayewardenepura, Sri Lanka,2015
- Higher National Diploma in English (English Language Teaching), SLIATE, Sri Lanka,2014
- Higher National Diploma in Management (Marketing), SLIATE, Sri Lanka,2011
- Higher Diploma in Computer Science (Management), InfoTech International, Kandy Campus -Sri Lanka

Experience

Central Provincial Public Service, Sri Lanka-2017 up to date

Translator (Sinhalese /English)

- Recruited to translate General/Technical/Legal Official documents from Sinhala to English and English to Sinhala.

Sri Lanka Teaching Service, -2014-2017

English Language Teacher

- Recruited to Teach English Language in Government Schools.

Sri Lanka Telecom PLC -2011

Management Trainee

- Recruited to work in the Marketing Section.

Freelance Work

- Providing English/Sinhala and Sinhala/English Translations for individuals and Freelance Translations &proofreading Services to small businesses, NGOs and Government sponsored projects (2017 to present)
- Teaching English Language for individual students 2014 to present.

Skills, Competencies & Hobbies

- Quality over quantity oriented Translation/proof reading skills for English /Sinhala and Sinhala/English language in Unicode or None-Unicode fonts with the good typing speed.
- Skills in Grammar & Spell Checking in English language in –addition to Translate proofreading.
- Computer Skills in Ms-office packages, CAT tools, DBMS, Email, Social Media Android 10 and Windows 10.
- Fluency in Sinhala & English Languages with Teaching Ability
- Management, Sales and Marketing Skills