**Gunadharshini Gnanasekaram**

Orrikadu, Valvettithurai,

Jaffna - 4000.

+94 765402424

gunadharshini@outlook.com

**Summary of Qualifications**

An energetic self-motivated girl skilled in Research and Translation with 4+ years of experience in Non-IT. Looking for opportunity in any sector. A quick learner skilled in communication, problem solving and conflict resolution.

**Employment Experience**

**Research Station October 2016 - Present**

**Sri Lanka**

**Senior Freelance Researcher, Proofreader & Translator**

* Database Company Board Fees - Collecting Total Board Fee including committees 2017, Chair\_name, Chair\_fees, etc. from the downloaded Minutes of AGM 2017, Annual report, Morningstar factsheets.
* Zebra Resellers - Need to identify resellers of Zebra products (Title to focus: Owner/Managing Director/President, Business Development manager, Product manager, Sales Director/Sales manager).
* Contact Finding - Need to find contact details of Project Manager, Director and Partners.
* Hoba Competitors - Need to find Basic Info, Reviews, Awards, Sign Up, Sign Up Process, Features, Traffic using similarweb, Social Media, Training Structure, User Types, Community, Pricing.
* Email finding project following the rules.
* Documenting Graduate & Internship Schemes of the companies in UK.
* Data collection project using the Zoopla website to see the company name postal address etc.
* Transcription of audio English file into English.

**Athandz Research (Pvt) Ltd. February 2016 – September 2016**

**Sri Lanka.**

**Freelance Researcher & Translator**

* Conducting research based on customer needs by extracting the most relevant information and up to- date information in the internet resources.
* University contact research based on the skill required.
* Translating the medical description of Tamil language to English and vice versa.

**Photon Interactive Pvt. Ltd. May 2013 – May 2017**

**Chennai, India.**

**Orientation Advisor**

* Proofreading and editing the content to make changes if required.
* Correcting the mistakes and note down the counts of mistake.
* Comment based on the mistakes for improvement.
* Report submission based on the daily target.

**Technical Skills**

* Experienced in proofreading with strong knowledge in English grammar, sentence formation, etc.
* Experienced in Web Research, Market Research, Lead Generation, Email handling, etc.
* Moderate in Designing work.
* Sound knowledge in Translation and Transcription.
* Good knowledge in MS Office, Excel, PPT, Photoshop, Illustrator, etc.

**Education**

**B.E., Electronics & Communication Engineering**, Anna University, PABCET, Trichy, India, OR. 2012

**Higher Secondary**, Seventh Day Adventist Hr, Sec. School, Manamadurai, India OR. 2008

**SSLC**, St.Joseph Matriculation School, Manamadurai, India OR. 2006

**Personal Information**

**Father’s Name :** Gnanasekaram. M

**Mother’s Name :** Varathalakshimi. G

**Date of Birth :** 26th May, 1990

**Languages Known :** English, Tamil

**Religion :** Hindu

**Marital Status :** Unmarried

**Nationality :** Sri Lankan

Non-related Referees : Dr.V.Murali, Orrikadu, Valvettithurai, (cont: 02122651109)

: Nisathan, 134 old Park Road, Jaffna, (cont: 0777531552)

**Declaration**

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**Date:** 20/08/17

**Place:** Colombo  **Gunadharshini Gnanasekaram**