

**Mr. HAREESHA.B.M.**

**S/o B.Marulappa**

**Basur At post-577116,**

**Kadur Taluk,**

**Chikmagalur District,**

**Karnataka.**

**Mob:** +91 **9035072958**

+91 **7676791080**

[**harish.basoor@gmail.co**](mailto:harish.basoor@gmail.com)**m**



**Objective:**

Seeking a job opportunity, preferably work from home, where I can implement and enhance my skill and achieve objectives set by the company.

**Date of Birth:** 20-07-1982

**Education:** PUC II–Science

**Work experience:** 7 Years

**Academic Results:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class / Grade** | **Education Board** | **Result** |  |
| P.U.C.II - Science | Karnataka Pre-University Board | 62% **First class** |  |
| S.S.L.C. | Karnataka Secondary Education | 74% **First class** |  |
| Board |  |
|  |  |  |

**Certificates got:**

1. *Microsoft Certified Professional.*
2. *English Typewriting.*

**Communication Skills:**

Can speak, read and write in English, Hindi and Kannada.

**Work Experience:**

1. Data Entry Operator at Health Department, Belgaum for 5 years 9 months.
2. Data Entry Operator at R.K.Makhija & Co., Bangalore for 2 months.
3. Worked from home as a General transcriptionist.
4. Worked from home as Translator and Subtitler: English to Kannada and vice versa.

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**Looking for:**

1. General transcription and Business transcription jobs.
2. Translation jobs: English to Kannada and vice versa.
3. Translation jobs: English to Hindi and vice versa.
4. Subtitling of videos.
5. Closed captioning jobs.
6. Desktop support jobs.

**Skills:**

1. Working in Microsoft Windows-7, Windows-Vista, Windows-XP and Windows-98 Operating Systems.
2. Well versed in Microsoft Word, Excel, PowerPoint and Internet browsing.
3. Typing speed of 45 Wpm with 100% accuracy.
4. Communication and listening skills in English, Hindi and Kannada.
5. Good translation skills.
6. Trained in Computer Hardware and Networking.
7. Have passed three Microsoft exams related to managing and maintaining Windows operating systems.
8. Good subtitling experience.
9. I use Aegisub software for Subtitling.

**Facilities at my home:**

1. Desktop computer.
2. Internet connection.
3. Power Backup.

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

Place: Basur.

Date: 23rd February, 2019 (Hareesha.B.M.)

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