**Hemavati Hegde**

08762574074 hemahegade@gmail.com Bangalore 560073

Reliable worker with excellent communication, time management and computer skills. Responsible student with good judgment, hard working and a flexible schedule. Frequently praised as hard working by my peers, I can relied upon to help your company achieve its goals.

**Education**

**BACHELOR OF SCIENCE (B.Sc.)**

Graduated in July 2010

M.E.S. M.M. Arts and Science College, Sirsi, Karnataka

**Experience**

**Freelance English to Kannada Translator**

* Managed and coordinated multiple projects while ensuring timely completion
* Met deadlines while maintaining high quality deliverables
* Responded quikly to meet customer needs and resolve problems.

**Office Associate**

CPF- Center For Processed Foods

* Prepared daily activity reports summarizing completed tasks
* Provided administrative support during special projects when needed
* Performed data entry tasks in a timely and accurate manner.

**Office Associate**

Tatasky

* Provided customer service to visitors, colleagues, and management personnel.
* Operated standard office equipment such as computers, printers, scanners.
* Proofread documents for accuracy prior to submission.

**Skills**

* Computer Skills
* Speaking
* Leadership Skills
* Time Management