

Curriculum Vitae

JESLET AJITH

Nalukootathil

Kaloor P O

Gandhinagar North End

Cochin

Kerala

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Objective

To provide precise and culturally sensitive translations, fostering effective cross-language communication and contributing to organizational success

Academic Profile

- ❖ Diploma in Hotel management from School of Engineering
- ❖ Graduation from Newman college, Thodupuzha (BA Economics)
- ❖ Under Graduation from St.George College, Aruvithura
- ❖ S.S.L.C from St.Mary's H.S.S, Teekoy

Core Competencies:

I am adept at coordinating and swiftly conveying information while making rapid decisions. I am committed to ensuring the highest level of service to clients, efficiently resolving complaints and issues. I guarantee client satisfaction by meeting established quality standards for translation. I possess exceptional management skills and am a strong team player with leadership abilities.

Professional Experience & Achievements

- Currently working as a freelancer (**Jan 2021 - till date**). Efficient in English to Malayalam translation.
- Experienced in various domains of translation, such as General, Banking, Insurance, Technical, Academic, etc.
- Worked with companies such as **Honey Translation, Intraword, Ansh, Language Lab (Prabandhak), Enuncia Global.**
- Familiar with CAT Tool : Prabandhak

- Worked as **Executive housekeeper** at **The International Hotel, Cochin (2016 – 2020)**
- Worked as **Executive Housekeeper** in Hotel **Beaumonde the Fern, Cochin Kerala (2011 – 2016)**. Beaumonde the Fern is Kochi's **First Five Star ECOTEL** Hotel with 50 Rooms.
- Worked as **Executive Housekeeper** in the **Metropolitan Hotel Cochin (1994 – 2016)**. The Metropolitan is a business hotel with 39 rooms with banquet halls.

Personal Profile

Name : JESLET AJITH
Fathers Name : Mr. Jose Thomas
Date of Birth : 28-04-1970
Gender : Female
Marital Status : Married
Nationality : Indian
Languages Known : English, Malayalam, and Hindi.

Computer Awareness : Operating systems Windows,
MS Office, Photoshop, Internet and basic
Knowledge in Networking.
Hotel software WINHMS

Declaration

I hereby declare that, all the above written particulars are true to the best of my knowledge.

Yours faithfully,

Place: Ernakulum

JESLET AJITH

Date:

02-02-2024