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| **K**u**nchu Charco Joseph** | |
| 9 Hirst Crescent, Wembley, Middlesex, HA9 7HA | |
| 020 8904 1431 / 07970 882 362  tcassj@yahoo.co.uk | |
| **PROFILE** | |
| A multilingual, excellent team worker who has over five years experience of building trust and supportive relationships through interpreting and translation. Welcoming and calm, with complete impartiality of attitude, speech and script. Experienced in liaising with clients and service providers whilst following ethical boundaries. Acquired advanced knowledge, skills and experience in psychotherapy to enhance interpreting and translation. Capable of applying gained skills to various tasks to achieve appropriate and desired outcomes. | |
| **KEY SKILLS** | |
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| * Excellent interpersonal and communication skills with high level of personal commitment * Excellent command of English and Tamil * Flexible- can work unsociable hours and travel long distances * Sound ability to work well under pressure to meet strict deadlines * Advanced cultural knowledge * Technical and specialist vocabulary * Sound competency utilising MS packages, Typesetting, and Desktop Publishing | |
| **EMPLOYMENT HISTORY** | |
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| **VOLUTEER WORK**  **Interpreting & Translation** | **Oct 2011 – Present** |
| * Interpreting presentations at professional, community and religious meetings * Assisting members of the community to facilitate with housing and social security * Demonstrated sensitivity in coping with confidential situations such as racial abuse and domestic violence * Translating health awareness and psychotherapy self-help booklets from English to Tamil | |
| **ROYAL MAIL, SORTING OFFICE, WEMBLEY** | **Jan 2002 – Oct 2011** |
| **Delivery & Collection Post Person** | |
| * Sorting Mail, preparing bundles for delivery in an allocated time * Delivering Mail including, special and recorded deliveries correctly and efficiently * Collecting Mail from the pillar box, businesses and the Post Office to a deadline * Working as a team to sort mail, prepare for delivery and organise any miss-sorted items   **BIRCHWOOD GRANGE NURSING HOME, KENTON Mar 2000 – Jan 2002**  **Domestic Supervisor** | |
| * Maintained a high standard of housekeeping by vacuuming, carpet shampooing, mopping, polishing and cleaning * Supervised a team of 12 housekeeping staff over 8 different units in the Nursing Home * Developed planning and organisational skills by managing the team to ensure work was completed to a high standard * Motivated and supported the staff to accomplish the tasks with satisfied results | |
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| **FREELANCE AUTO TECHNICIAN**  **Self Employed** | **July 1994 – Mar 2000** |
| A wealth of practical skills and experience to identify faults   * Repaired a variety of vehicles by mastering different operations * Maintaining a high level of customer care to ensure future custom * Marketed the company by building up the reputation to generate new business | |
| **FREELANCE INTERPRETER & TRANSLATOR**  **Interpretation & Translation** | **Jan 1995 – June 1999** |
| * Followed data protection policies and remained neutral at all times * Experienced interpreting over the telephone and in-person between clients and contractors * Provided a strict delivery of message, ensuring all information, unspoken and spoken was conveyed appropriately * Ability to prepare for the Assignment with a short briefing * Translated documentation, leaflets and brochures for NHS, Local Authorities, social services and benefit agencies | |
| **QUALIFICATIONS & TRAINING** | |
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| **Diploma in Counselling Uxbridge College Sept 2002 – July 2004**  **Certificate in Counselling Weald College Sept 2000 – July 2002**  **Introduction to Counselling Weald College Jan 2000 – July 2000**  **Certificate in Bilingual Skills Course**  **Greenhill College**  **Sept 1998 – July 1999**  Completed Interpretation & Translation skills course  Successfully passed an externally conducted Examination by the Institute of Linguist  **College of North West London**  **International English Language Testing System** **(IELTS)**  **Sept 1996 – July 1997**  Successfully passed the Exam conducted by the University of Cambridge Examinations Board  **ESOL Intermediate English Examination Sept 1995 – July 1996**  Successfully passed the Examination conducted by the Pitman Examinations Board  **City & Guilds 7307 Teacher’s Training Certificate Sept 1995 – July 1996**  **BTEC Higher National Certificate in Transport Management**  **Sept 1994 – July 1996** | |
| **HOBBIES & INTERESTS** | |
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| * Reading about history and religious books to get to know more about the human behaviours * Enjoy watching educational and documentary programmes to broaden my horizon * Also, keeps fit through long distance walking and enjoy the nature. | |
| **REFERENCES**  Available on request | |