

# **RESUME**

## ***Manish Joshi***

15, Jeevni Mai Road  
Rishikesh – 249201  
Distt. – Dehradun  
State- Uttarakhand  
Mob: 6397629343  
Email: manishwork1997@gmail.com

---

## **Carrier Objective:**

I want to become a successful person in my life. I want to bring up my dreams with hard work, concentration, confidence, devotion and I would like to share my knowledge, skills and qualities with the management whatever I am put to work in the organization.

## **Academic Qualification:**

- High school from U.K. Board in the year 2012 with Ist Division.
- Intermediate from U.K. Board in the year 2014 with Ist Division.
- B.Sc. (P.C.M.) from Pt. L.M.S. Govt. P.G. College (Autonomous College), Rishikesh in the year 2017 with 70%.
- M.Sc. Physics from Pt. L.M.S. Govt. P.G. College (Autonomous College), Rishikesh in the Year 2019 with 7.5 C.G.P.A.

## **Working Experience:**

- I have four years of experience translating content from English to Hindi/Punjabi and Hindi/Punjabi to English.
- I can translate from English/Hindi to Garhwali also.
- I have three years of experience in Transcription /Transliteration /reviewing / content writing /proof reading.
- I have worked as a Project Coordinator in Words Lead Pvt. Ltd. for 6 months (From March 2021 to September 2021).
- I also have experience working on Memsorce, Smart cat, XTM, ATMS tools.
- Translated text projects, including legal documents, website/UI content, news articles, and corporate reports, medical and pharmaceutical content, educational content, automobile content, share market content, cinematography content and general content.

**Reviewed and made sure that the grammar, typo, consistency, formatting and the final version is correct.**

## **Major Project details:**

- I have translated various books like How to stop worrying and start living, communication your way to success, The miracle of right thought, The Heavenly life, The Secret Door to Success, Acres of diamonds etc. for KuKu FM.
- I have done 500 hours of Video script translation work for Embibe.
- I have done translation work of more than 20,00,000 words for various brand like Eicher, Escorts, Tata edge class, Amul, LinkedIn, Snapchat, Policy Bazar, OneForma, Amazon etc. on behalf of White globe Pvt. Ltd. Company.
- Apart from this, I have completed many small translation projects.

## **Computer skills:**

- Knowledge of MS word, Excel, Power point, Tally, Smartcat, XTM, OneForma, Memsource, MemoQ, Lilt etc.

## **Hobbies:**

- Playing Badminton, Reading books, Internet browsing.

## **Personal Profile:**

<b>Name</b>	:	Manish Joshi
<b>Father's Name</b>	:	Suresh Chandra Joshi
<b>D.O.B.</b>	:	07-08-1997
<b>Gender</b>	:	Male
<b>Nationality</b>	:	Indian
<b>Religions</b>	:	Hindu
<b>Marital Status</b>	:	Unmarried
<b>Language Known</b>	:	Hindi, English, Garhwali, Punjabi

**Place:** Rishikesh

**(Manish Joshi)**