     AN EXPERT ENGLISH TEACHER AND A FREELANCE TRANSLATOR/TRANSCRIBER

NAME : MITESH VINAYKANT DODIYA

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Nationality : Indian

Presently, I am working as an English teacher in a private school in Gandhinagar. Also, I work as a freelancer having more than 10 years of experience in translation, transcription, proofreading, editing, interpreting, voice over, content writing DTP work and copy writing. I work on freelance basis after school hours and I can deal with the translation and transcription between English, Hindi and Gujarati languages.

OBJECTIVE :

To be associated with a professionally managed educational organization and contribute with the highest potential. Looking forward to have an assignment where I can apply my knowledge and teaching skills to achieve satisfactory career growth.

EDUCATION :

* MARCH 2008 : Post Graduate Diploma in Business Administration from CITEC College of IT and E-commerce.
* APRIL 2003 : M.A. with English Literature from Gujarat University.
* MARCH 2000 : B.Ed. with English and Hindi from Gujarat University.
* APRIL 1998 : B.A. with English and Hindi from Gujarat University.

WORK EXPERIENCE :

* 1. RADIANT SCHOOL OF SCIENCE, Gandhinager, Gujarat

Higher Secondary English Teacher [June 2017 till date]

JOB PROFILE : Teaching the content of English to the students of secondary and higher secondary level in Gujarati and English Medium in GSEB pattern with an aim of developing their interest and knowledge in grammar and literature and checking their progress through Formative and Summative Assessments. Also, holding the position of “The incharge of Cultural Activities.”

* 1. KRISHNA SCHOOL OF SCIENCE, Gandhinagar, Gujarat.

Asst. English Teacher (June 2015 – May 2017)

JOB PROFILE : Teaching the content of English to the students of secondary and higher secondary level in GSEB pattern with an aim of developing their interest and knowledge in grammar and literature and checking their progress through Formative and Summative Assessments. Also, holding the position of “The incharge of Cultural Activities.”

* 1. SCHOOL OF ACHIEVER, Kudasan, Gujarat.

Asst. English Teacher (June 2012 - May 2015)

JOB PROFILE : Teaching the content of English to the students of secondary and higher secondary level in GSEB pattern with an aim of developing their interest and knowledge in grammar and literature and checking their progress through Formative and Summative Assessments.

* 1. INFOCITY JUNIOR SCIENCE COLLEGE, Gandhinagar, Gujarat.

ENGLISH TEACHER (Jan.2009-May 2012)

JOB PROFILE : Teaching English to the students of the higher secondary level (std- 11 and std-12) with an aim of developing their interest and knowledge in grammar and literature and checking their progress through weekly and quarterly tests.

* 1. SOUTHERN AND SCOTTISH ENERGY GROUP, London, U.K.

Direct sales associate (sep.2007 – Aug.2008)

JOB PROFILE : Approaching the potential customers and to convince them to sign up for new contracts with the company for their gas and electricity usage by offering them the more competitive unit rates than those of their existing energy suppliers. Also, to train and to get the weekly target achieved from the team of 5-6 sales associates.

* 1. HEATHMILL, London,U.K.

TELE-SALES REPRESENTATIVE (Jan.2005 – aug.2007)

JOB PROFILE : To process unsecured pay-day loans over the phone calls for the potential customers based in USA. The job included making outbound calls and receiving inbound calls from the customers who had applied online to take such short-term loans.

KEY SKILLS :

1. Language skills : Fully competent with English Grammar, an expert user of the language – having a near-native fluency. Ability to translate and transcribe any text between English – Hindi - Gujarati languages.
2. IT Skills : Fully competent with all the aspects of MS-Office, photoshop, power point and proficient internet research knowledge database.
3. CAT Tools: Expert user of SDL Trados 2019. memoQ 9.3. Wordpress, OmegaT
4. Team-working : Experience of working in group during professional work experience.

INTERESTS AND OTHER ACTIVITIES :

Freelance professional singer-doing music shows for private and social functions. Also interested in chess, cricket, reading and movies.

References will be available on request.