NISHIKANT GAWALI

Mobile: +91-9753423602 ~ email: *gawali29nishi@gmail.com*

## OBJECTIVE

**To get translation assignments in reputed organization**

and establish a symbiotic relationship with the organization striving to excel in the skills entrusted with my position. Striving for self development by aligning my personal goals with that of the organization**.** I have sound knowledge and understanding of the ideas and concepts between Hindi and English languages and have ability to interpret them in appropriate manner. I have excellent written skills with sound understanding of grammar**.**

## PROFESSIONAL EXPERIENCE

* Over 5 years experience in translation of graduate and post graduate level and School Text books on various subjects like Sales, Mkt., Administration, Commerce, Computer etc. for several publications in Indore and also work for Delhi based translation agency for 6 months.
* Over 6 years experience in DTP (Desk Top Publication), Computerised Graphic Designing, Web designing and computer related works, Proof-reading (Hindi & English).
* Self employed for over 15 years.

## CAREER CONSPECTUS

**Ahead Publications, Indore ~ Graphic Designer ~ 05th January 08- Till date**

***Key Responsibilities:***

* Production of Text Books. This includes typing, best possible setting of text and diagrams as per paper size and commercial aspect of book.
* Design Cover Page.
* Proof Reading – work includes :

**⏵** Detailed checking of text for ‘sense’ is concerned with whether each section of text express authors meaning clearly without any contradiction. It involves looking at each sentence, the author’s choice of word, the punctuation, the use of abbreviations, comparing the data in tables with the relevant text and illustrations.

**⏵** Checking such things as spelling, use of single or double quotes, checking the number of illustrations, tables, notes, spot facts.

**⏵**  Clear presentation of the text materials involves making sure that it is clearly identified the font size of each subheading, which pieces of text should be distinguished from the main text, and where tables and illustrations are sensibly placed.

**⏵ **Discuss some difficult points of spelling, capitalization and other major and minor things which relevant to the topics.

**⏵** Suggestions to author for errors, replacing difficult words, text setting in corel draw / page maker. How to make it in economical way and suggest better illustrations placed in text.

**⏵**  Reading the final proof ensuring the authors correction are comprehensible and consistent with the existing material and they can incorporated without great difficulty.

**⏵** Discuss matters with the author for designing cover page and illustrations like figures, line diagram should be reproduced same size or at a particular reduction or it may be redraw manually and also make change with the help of related software (photoshop).

**⏵**  Preparation for an setting of specimen pages, the main copy editing stage, at which the text and illustrations are prepared for the printer and the proof stage.

**⏵**  Although, I am not expert in the relevant subject but my suggestions helpful to author’s wishes in exactly the way they purpose.

* Input of Creativity.
* In charge of managerial operations of production department.

**Ease Computer and Graphics, Indore ~ Graphic Designer ~ {May 08 - Dec.08}**

***Key Responsibilities:***

* Created innovative designs of Brochures, Logos, Letter head, Visiting cards etc.,.
* Trained software relevant to graphic designing to gain practical knowledge.

**Nirma Ltd., Pithampur ~ Assistant in Accounts Section ~ 4Years**

 **(December 2000 to September 2004)**

***Key Responsibilities:***

* Computerised entry of accounts and productions related reports and mail them to head office in Ahmedabad.
* Responsible for correspondence with; both govt. companies and private clients as well as head office.
* Maintained all Insurance policy documents of company vehicles and products.

**Self-employment ~ {Sep.1989 – Oct. 2000}**

* Running Everfresh business for 11 years at own shop in Indore.

**Ankit consultancy Pvt. Ltd., Indore ~ Assistant ~ (July 1986 – August 1989)**

***Key Responsibilities:***

* Responsible for correspondence with share holders, as well as companies share department.
* Work includes; all relevant workings on share transfer – name transfer, address change, verification of share holders signature, validity of share transfer forms etc.

**Pithampur Pipes Pvt. Ltd., Pithampur ~ Assistant Manager ~ (Jan. 86-June 86)**

***Key Responsibilities:***

* Managed a team of 25 workers and 5 office staff. Supervised all activities involved in pre and post production of PVC pipes.

## COMPUTER SKILLS

**Software:**

* PageMaker
* Photoshop
* Coral draw
* Ms. Word
* Ms. Excel
* Macromedia Flash
* Macromedia Dreamweaver
* Macromedia Fireworks

## JOB RESPONSIBILITIES

The key responsibilities held by undersigned include

* Knowledge as well as proper utilisation of relevant software.
* Emphasis on speedy and creative output.
* Time to time take feedback from teammates.
* Identification, Preparation and Up Gradation of relevant software.

## JOB ACHIEVEMENTS

 Delighted employers, Valuable commercial experience and Practical knowledge.

## EDUCATIONAL QUALIFICATION

* M.Com and B.Com. from Shri Vaishnav College of Commerce, affiliated to Devi Ahilaya Bai University.
* Certificate Course in Graphic and Web Designing from Ease Computers, South Tukoganj, Indore.

## EXTRA CURRICULAR ACTIVITIES

* Proficient in caricature.
* Own a Nursery of Bonsai trees for over 30 years.

## PERSONAL DETAILS

Date of Birth 29 – 11 – 1963

Address 160-B, Silver Oaks Colony, Annapurna Road

Indore 452 009 (M.P.)

Gender Male

Marital Status Married

Offspring 1 (Son)

Linguistic Proficiency English, Hindi & Marathi

 

## Place: Indore (Nishikant Gawali)

**Date : 11.11.2014**