**Pradeep Kumar Dash**

**S-5/125**

**Niladreevihar**

**Bhubaneswar-751021**

**Odisha**

**E-Mail- kumarpradeepdash@gmail.com**

**Mobile- 09853558255, 7008249892**

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**Objective:**   Seek the Position of Translator / Proofreader

**SUMMARY:**   Remarkably gifted and self motivated Translator / Proofreader with essential work experience providing optimal translation and Proof-reading support to the Resident. Accomplishment of the regal agreement and supporting effective delivery of the assignment and ensuring good communications and co-ordination between the Partners.

**Summary of credentials**

* More than Six years experience.
* Excellent proficiency in English and Odia.
* Proven excellent written Odia as Native Language.
* Outstanding concurrent interpretation skills.
* Proven ability to translate complicated texts such as IT, Engineering, Hospitality and Official documents.
* Excellent communication and presentation skills in both Odia and English.
* Excellent team working abilities together with an innate negotiation.
* Excellent computer skills (MS Word, Excel and Power Point).
* Highly motivated and results oriented with the ability to plan ahead.
* Strong knowledge of Intellectual Property

**Education**

* **Bachelor Degree with Zoology Major**
Berhampur University, Odisha (1999)
* **Bachelor Degree with English Major**

IGNOU, New Delhi (2017)

* **A-Level (Advance Diploma in Computer Application)**

NIELIT, Formerly DOEACC, New Delhi (2010)

**Professional Experience**

**Working as a** **Freelance Translator / Proof-reader**

2012 – Present

Providing Full-time Translation and proof-reading services.

**Language Pair** : English-to-Odia

 Hindi-to-Odia

**Domain** : IT Tools and Application

 : Business Development

 : Hospitality

 : Health & Hygene

 : Training Modules (Technical and Non-Technical)

 : Language and Literature

 : Spiritual and Mythological

**Tools** : Ms Word

 : Ms Excel

 : Ms Power Point

**Font** : Unicode, TTF

**Typing Appl.** : Shreelipi 7.4

**Output/Day** : 3000 Words

**Rate** : Rs 0.75/Word

**Data Manager, Eurekaforbes Limited (Service Wing)**

2013-2014

Provide Customer Service assistance related to the Annual Maintenance and Complaint Management along with preparation of quarterly reports and other project reports.

* Preparation of background documents, law documents and the corporate presentations
* Perform other duties and adhoc administrative support to EFL including record keeping, logistic support related to project activities and advice and guidance on local issues.

**Computer Programmer, SITE**

1011-1013

Assisting academic processes aswell as Administration.

* Assisting Lab-demonstration Classes for DBMS, C, C++, JAVA and ICT.
* Maintaining Computer System and its components
* Configuring Network and establishing protective manners
* N-Computing
* Database Creation, Management and maintenance
* Corporate Presentation preparation
* Coordinating HO for employee’s Admin & HR matters

**Project- Coordinator (NGO)**

2008-2010

Associated with sustainable development process

* Survey
* Project Implementation monitoring and evaluation
* Public hearing
* Reporting
* Fund raising
* SHG promotion

**References**

* **Moraine Group, New Delhi**
* **Shriom Consultancy, Hyderabad**
* **Valuepoint Knowledgeworks, Bangalore**
* **Mangrol Multimedia, Mumbai**
* **Swap Infinity, Karnataka**

Place: Bhubaneswar Pradeep Kumar Dash

Date: 21/01/2019