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| **CURRICULUM VITAE**SALINI B. L.Ph: +91-9447817244email: salkoyikal@gmail.com**Personal Data:****Date of Birth : 23/01/1983****Gender : Female****Marital Status:Married****Nationality: Indian****Languages Known****English, Hindi, Malayalam** | **Career Objective** |
| A Master’s degree graduate with two years working experience as a Freelance Translator / Proofreader / Subtitler / Transcriptionist, proficiency in written and oral Malayalam, English and Hindi seeks employment as Freelance Translator / Proofreader / Subtitler / Transcriptionist. |
| **Educational Qualification** |
| * **MBA** in Finance and Marketing from University of Kerala-India (2004-2010).
* **BCA** from Makhanlal Chaturvedi Rashtriya Patrakaritha Vishwavidyalalya, Bhopal-India (2000-2004).
* **PLUS TWO** from Board of Higher secondary Examinations (1998-2000).
* **SSLC** from Govt. of Kerala (1998).
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| **Professional Skills**  |
| * Good work relationships with Indian and International Clients
* Skillful in maintaining relations with clients
* Has good relationships with other employees and employers
* Excellent in computer knowledge (like Microsoft Office and Adobe applications, Work knowledge in client servers etc)
* Capable of maintain all important information in suitable and preferable formats.
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| **Professional Experience Summary** |
| **Assistant General Manager – Projects**(13 February 2012-31 July 2012), **Pamco Solutions (P) LTD,** Trivandrum,Kerala, India**Senior Audit Assistant** (14 August 2011 - 12 February 2012)**RATHNAM & MURTHY CAs,** Trivandrum,Kerala, India**Business Analysist**(12 May2008 –30 September 2009)**Iva Systems Pvt. Ltd,** Trivandrum, Kerala, India**Marketing Coordinator** (October 2007 – April 2008)**Tourism India Publications**, Trivandrum,Kerala, India |
| **Freelance translation/proofread/subtitling/transcription Experience in Detail*** **Vivoiz Healthtech Pvt Ltd (Healofy, a pregnancy-parenting social network)**

Period: May 2019 to November 2019 Area: Translation Language Pairs: English to MalayalamProject: Pregnancy Parenting Social Network Documentation

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* **Stars Group of Translators**

Period: August 2019 to Till NowArea: Translation and TranscriptionLanguage Pairs: English to Malayalam, Malayalam Audio to Malayalam TextProject: Work on CAT Tool Prabandhak (Domain: General)* **Ansh Intertrade Pvt. Ltd.**

Period: December 2019 to Till NowArea: TranslationLanguage Pairs: English to Malayalam* **D&T Translations**

Period: November 2019 to Till NowArea: TranslationLanguage Pairs: Malayalam to EnglishProject: Documents (News paper article, Hand written document)* **Eccellente Services Pvt. Ltd.**

Period: November 2019 to Till NowArea: TransliterationLanguage Pairs: English to Malayalam* **Word Publishing**

Period: December 2019 to Till NowArea: TranslationLanguage Pairs: English to MalayalamProject: Work on CAT Tool Prabandhak (Domain: General)* **Somya Translators Pvt Ltd**

Period: December 2019 to Till NowArea: Translation, ProofreadingLanguage Pairs: English to Malayalam* **Tran Solutions**

Period: December 2019 to Till NowArea: Transcription Language Pairs: Malayalam Audio to Malayalam TextProject: Voice to text* **Verbo Labs**

Period: November 2019 to Till NowArea: Translation, Proofreading, Subtitling, TranscriptionLanguage Pairs: Malayalam to English and Vice Versa, Malayalam Audio to Text* **Global Enterprise**

Period: November 2019 to Till NowArea: Translation / Proofreading Language Pairs: English to Malayalam, Malayalam Audio to Malayalam TextProject: Amazon in ATMS and Malayalam Audio to Malayalam Text* **Wistran Language and Digital Services**

Period: November 2019 to Till NowArea: Translation / Proofreading Language Pairs: English to MalayalamProject: Amazon in ATMS* **Tiger Comics**

Period: March 2021 to Till NowArea: Comic book translation Language Pairs: English to Malayalam* **Acadecraft Private Limited**

Period: May 2021 to Till NowArea: TranslationLanguage Pairs: English to Malayalam* **Avom Consultants**

Period: May 2021 to Till NowArea: TranslationLanguage Pairs: English to Malayalam* **Zibanka Media Services Pvt Ltd**

Period: January 2021 to Till NowArea: Subtitling of serials for Zee channel.Language Pairs: English / Hindi to Malayalam* **Mayra Enterprise**

Period: May 2021 to Till NowArea: TranslationLanguage Pairs: English to Malayalam* **ONC Technology Pvt. Ltd.**

Period: April 2021 to Till NowArea: TranslationLanguage Pairs: English to Malayalam* **Languagecurry (Mobile app)**

Period: April 2020 to Till NowArea: TranslationLanguage Pairs: English to Malayalam* **PerceptionMinds**

Period: January 2020 to Till NowArea: TranslationLanguage Pairs: English to Malayalam* **IYUNO • SDI GROUP**

Period: October 2021 to Till NowArea: Subtitling Language Pairs: English to Malayalam, Malayalam to Malayalam, English to English **DOMAIN*** ATL advertising
* FMCG
* Medicine, pharmaceutical and healthcare
* Automotive
* Food and beverages
* Online marketing
* Cinema and TV
* Journalism
* Pet food, animal health
* Software
* Technical, electronics, IT
* Finance and banking
* Tourism, travel and hospitality
* Fashion
* Luxury

**COMPUTER PROFICIENCY*** Operating Systems Windows 7, Windows 95 / 98 / ME / XP, Vista , Windows NT /

 2000, MS DOS, Linux* Packages Office 2007, 2003 / XP
* Databases MS Access, MS SQL
* **CAT Tool Prabandhak, Smartcat, Amazon Tool (ATMS), Memsource**
* Languages C, C++, Java, HTML. FoxPro, Visual Basic 6.0.

 **OTHER INFORMATION*** Strong Communication skill
* Excellent Leadership Qualities
* Charismatic, Innovative and Energetic
* Able to maintain good relationship with peer group and society
* Good in Analytical Skills and Crisis Management
* Time management and Kaizen (Japanese for "improvement", or "change for the better") capabilities

**Reference*** Will be provided upon request
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