


Shakeel Kadri

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Professional Summary

Dedicated English-Hindi and English-Gujarati translator with enough experience. Native speaker of Hindi and Gujarati language. Fluent in English. Writing book in three language. Dedicated transcriptionist for English. Professional Accountant. Experienced with several computer programs, including Excel, Word, Photoshop, CorelDraw, HTML, PHP and many more. Comfortable with both verbal and written communication.

Employment history

Writing a book..

Apr. 2019 – Present

Writing book in three language English, Gujarati, and Hindi.

Transcriptionist, Transcribeme.com. San Francisco, California

Jan. 2019 – Present

Transcribe English files audio files.

Transcriptionist, Gotranscript.com. Edinburg, Scotland

Apr. 2019 – Present

Transcribe English and Indian language audio and video files.

Education

The Institute of Chartered Accountants of India, New Delhi, New Delhi

Certified Accounting Technician, Accounting, Financial Management, Corporate laws, Tax laws, Auditing., Jan. 2011

Saurashtra University, Rajkot, Gujarat

Bachelor Of Commerce, Finance, accounting, taxation and management, Nov. 2002

Skills

MS Excel, MS word.

Accounting

Translation

Transcription