**Curriculum Vitae**

**Shraddha Divekar**

Address:

1104-B1, Uniworld Gardens 2,

Sector-47,

Gurugram

Haryana- 122018

Contact no:

9096102220 (Mo.)

E-mail address:

shraddha.div24@gmail.com

**Date of birth:**
24-11-1992

**Key Skills**

German language expert. German translation and interpretation. Technical translation. Editing and Proofreading.

### Technology friendly, good at communication, time management and multi-tasking, team player, friendly and adjusting nature, reliable, flexible, a quick learner and dedicating at work.

### My work experience so far has moulded me to be a professional who can give the best also in high pressure situations, who can keep a calm head even if the work is right up to the neck and who can deal with people and nuances of different cultures!

### Brief profile

**Total work experience**: 4 years and 3 months

1. **June 2015 ‑ May 2016**: Crest Premedia Solutions Pvt. Ltd., Pune

**Designation:** Jr. Project Executive

**Job description:** Project manager. Typesetting of books, journals and magazines from start to finish. Take ownership of the project, get the work done internally, coordinate and communicate with Authors and Editors in Europe to ensure the timely delivery. Manage multiple projects. Conduct meetings with the production teams to plan internal delivery schedules, monitor the delivery dates, provide solutions to productions by effectively communicating project related queries to the customer, and translate the customer response from German language to English, in a manner that is understood by the production teams. Maintain project reports and follow up internally and externally to keep all parties involved, update the progress of the project and initiate timely action wherever required.

1. **June 2016 – February 2017:** ASAP Info Systems Pvt. Ltd., Bangalore.

**Designation:** German Language Translator (Deployed at Accenture Solutions Private Ltd., Pune**)**

1. **February 2017 – March 2020:** Accenture Solutions Private Ltd., Gurugram(Conversion to a permanent employee)

**Designation:** German Language Translator

**Job description:** Worked for various projects individually as well as in a team of translators. Worked included translation of manuals, proposals, technical documents of various domains, system incidents of high priority with very short time limits. Proofreading, editing, interpretation in meetings with clients. In addition to this, I have also reviewed the work of my colleagues.

**Currently working as a freelance translator.**

**Highest degree**:
Masters in German Translation and Interpretation

**Languages known:**

**Native languages:**

English, Marathi, Hindi

**Foreign languages:**

German (C2), Dutch (A1, beginner)

### Education:

**U.G. Education**:
B.A. in German (German Studies) from Pune University in 2013

**P.G. Education**:
M.A. in German (Translation and Interpretation) from Jawaharlal Nehru University, New Delhi in 2015

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | School/College | Board/University | Percentage/Grade | Marks inGerman |
| S.S.C | K.E.S English Medium School  | Mumbai | 85.69% |  |
| H.S.C | S. P. College | Pune | 81.50% | 78/100 |
| F.Y.B.A. | S. P. College | Pune | 79.83% | 94/100 |
| S.Y.B.A. | S. P. College | Pune | 79.00% | 234/300 |
| T.Y.B.A. | S. P. College | Pune | 78.41% | 238/300 |
| M.A First Year | Jawaharlal Nehru University | Jawaharlal Nehru University, New Delhi | Grade A-C.G.P.A – 7/9 |  |
| M.A. Second Year | Jawaharlal Nehru University | Jawaharlal Nehru University, New Delhi | Grade A-C.G.P.A – 7.03/9 |  |

**Other Qualification(s)/Certification(s)/Achievements**

* C2 (Oberstufe) from Goethe Institute (Max Mueller Bhavan, Pune).
* Has been was rewarded a scholarship from the German Academic Exchange Service (DAAD) to visit Germany and attend a language course in the city of Bielefeld.
* Elementary and Intermediate examinations.
* Participation in a programme named “Bürger Europas” in which we accompanied German students for a few days, interacted with them, introduced them to the Indian culture and undertook some activities together.
* Worked as a volunteer at the “Indo-German Urban Mela, Pune” for 10 days.
* Participated in various activities of PASCH - Schools: Partners for the Future (film festivals, various competitions, chat clubs etc.) during college years.

### Name of the institute:

### Goethe Institute (Max Mueller Bhavan), Pune

|  |  |  |
| --- | --- | --- |
| Level | Marks | Remarks |
| A1 | 90.00/100 | Very good |
| A2 | 91.00/100 | Very good |
| B1 | 83.00/100 | Good |
| B2.1 | 76.00/100 | Satisfactory |
| B2.2 | 81.50/100 | Good |
| C1 | 77.00/100 | Satisfactory |
| C2 | Hearing 80.00/100 | Good |
|  | Writing 76.00/100 | Satisfactory |
|  | Speaking 96/100 | Very Good |

### I.T. Skills:

### Microsoft Word, Excel, PowerPoint

**Hobbies and Interests:**

Drawing, painting, travelling, listening to music.