**T N GAURI SHANKAR**

Phone: +91 9868914033 Sector-7, Dwarka

Email: uttiram93@gmail.com New Delhi, 110075

**HIGHLY EXPERIENCED MIDDLE MANAGEMENT MANAGER WITH PROVEN TRACK RECORD OF DELIVERING PRECISE INTERPRETATIONS AND TRANSLATIONS BETWEEN ENGLISH AND HINDI. IN-DEPTH UNDERSTANDING OF OFFICIAL NUANCES TO EFFECTIVELY BRIDGE COMMUNICATION AND DEDICATED TO ACCURACY AND RELIABILITY.**

**EDUCATION**

**Bachelor**

**Of**

**Arts** Hindi, English, Economics and Political Science Delhi University

**Diploma** Management

IGNOU

**Post-graduate** International Business Management/Trading and also

**Diploma** Personnel and Industrial Relations Management

Annamalai University

# WORK EXPERIENCE

|  |  |
| --- | --- |
| **Associated with a flagship Organisation under the Ministry of Commerce as Senior** Translator  • Have been in the field of Translation, both English and Hindi and vice-versa, which includes proof reading and vetting of the translated material. | |
| • | For the past 30 years, have been coordinating and finishing translation assignments. |
| • | Associated with Company's Annual Reports, Parliamentary Committee Reports, Board Committee Notes, AGM minutes, Minutes of the Sale/Purchase Committees, Director's Report, Chairman's Report and above all Annual Reports. |
| • | Have the added advantage of knowing Tamil as an extra language for the material to be translated. |
| •    **SKILLS** | Coordinated with senior officials for accomplishment of the translation assignments. |
| • | Flexible and Adaptable |
| • | Document review |
| • | Google Workspace |
| •  **OTHER** | Microsoft Office |

Languages- Fluent in English, Hindi and Tamil

Interests- Music and Sports