**T N GAURI SHANKAR**

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**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

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|   **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