BIO-DATA

ARORA, Rajinder Kumar

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***QUALIFICATIONS***

* Graduate in Arts (1974) from Delhi University
* Diploma in Office Organization & Procedures (1977) from Panjab University
* Post Graduate - Master of Arts (Public Administration) (1979) from Rajasthan University
* Diploma (6 semesters) in FRENCH (1986) from Alliance Française de Paris.
* Graduate in Law (LL.B.) (2005) from Delhi University

***PROFESSIONAL CAPABILITIES***

* Mother tongue : Hindi, English
* Working Languages : French, English, Hindi
* Translation output : 2000 words/day
* Complete and excellent knowledge of administrative and organizational practices
* Possess skills to organizational and public relations’ development skills
* Traits : Dependable, Sincere to Work, Self-starter
* Computer literate : Conversant with word processing software and internet

***PROFESSIONAL EXPERIENCE***

+35 years of professional working experience in internationally renowned organizations both in India and abroad. Possess vast exposure and have greatly contributed towards establishment, maintenance and administration of world class office facilities. Have rendered translation/ interpretation/coordination (French-English-Hindi) services in the fields of contract administration/interpretation, engineering consultancy, construction, manufacturing, telecommunication, automobile, industrial gases, medical, software development, legal, business correspondence, finance, etc.

**From To Organization Nature of Duties**

Jul.11 Till date Freelancer Translator French-English-Hindi translation for

Internationally renowned organization

and translation agencies both in India

and abroad. Advocate in Delhi Courts Self practice in Delhi Courts in both

civil as well as criminal matters, NIA,

family disputes, labour, etc.

Jan.05 Jun.’11 Engineers India Ltd., New Delhi Administration & Processing of French-

(including 1.5 years from Dec.’09 English-Hindi tender/technical docs/

to May’11 at SONATRACH, contracts/business correspondence, etc.

Refinery, Skikda, Algeria)

Nov.95 Jan.05 Air Liquide India Holding Pvt. Ltd. Managerial – Administrative

Jul.95 Oct.95 Self-employed Independent French-English Translator

Feb.94 Jun.95 Punj Lloyd Ltd., New Delhi Managerial – Administrative

Jul.90 Jan.94 Bharat Yantra Nigam Ltd., New Delhi Supervisory – Administrative

July.75 Jul.90\* Engineers India Ltd., New Delhi Administrative – Liaison

(including four years from Jun’81

to Jun’85 at SONATRACH/LPG.1

Project in Algeria­)