**Curriculum Vitae**



**Mohini Sharma**

***Translator, Transcriptor, Quality Analyst***

***Working with Iyuno, Verbolabs, and Snapchat***

M.Phil. (English), M.A. (English), Pursuing Ph.D. (English)

D/o Sh.Ravindra Sharma

Street No. 2, Basai Enclave, Phase – 1

Sector – 9, Near Basai Chowk, Opp. Shiv Temple

Gurugram - 122001, Haryana, India

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**About me**

Born in India to a bi-lingual family, I grew up speaking Hindi and Punjabi natively. I began my studies in English and later got M.A. and M.Phil. Degree in English from reputed Universities of India. At present, I am pursuing Ph.D. in English. I have worked as an Assistant Professor in English at a College for three years after that I tried my luck as a Documentation Officer in an MNC in NCR, New Delhi, India. For the last seven years, I am working in the field of translations.

A translator by trade, I am also a creative writer at heart. Hence, I enjoy artistic/creative translations most of all. In addition to literature, I provide translation services in all fields. I am also translating a book nowadays on Mira.

**Services:**

* Copywriting,
* Editing/proofreading,
* Interpreting,
* MT post-editing,
* Transcreation,
* Transcription,
* Translation

**My Top Skills:**

* Research
* Ghostwriting
* Research Writing
* Speech Writing
* Academic Writing
* Copywriting
* Translation
* Data Entry
* Proofreading
* Blog
* Customer Support
* Editing
* Report Writing
* Virtual Assistant
* Article Writing
* Web Search
* Article Rewriting
* Book Writing
* Copy Typing
* Communications
* Creative Writing
* Content Writing

**Language Known:**

* Hindi – Native Language - Advanced Level
* Punjabi – Native Language - Advanced Level
* English – Second Language - Advanced Level

**Academic Qualification:**

* Ph.D. (English) Pursuing
* M.Phil (English) from Vinayaka Missions University
* M.A. (English) from University of Rajasthan
* B.Ed from Maharshi Dayanand University Rohtak
* B.A. from University of Rajasthan

**Professional Experience: 10 Years**

* **From February 2013- till now (7 Years)**
  + Freelance Translator from Hindi-English-Hindi
* **From July 2016 to January 2018:** Organization: Inductus Consultants (P) Limited, Noida
  + **Designation:** Documentation Specialist
  + **Key Responsibilities**
    - Quality Analyst
    - Translation from English-Hindi-English
    - Transcription
    - Editing of Documents
* **From July 2011- February 2014 (3 Years)**
  + **Organization:** Dev International PG College, Alwar
  + **Designation:** Asst. Professor in English

**IT Skills:**

* MS Office (Word, Excel, PowerPoint)
* Acrobat Reader
* JPEG
* Image to Word
* PDF to Word
* Internet Applications

**Personal Strength**

* Hardworking,
* Good Learner,
* Punctual,
* Leadership quality,
* Team player

**Personal Details:**

DoB : 14 April, 1985

Gender : Female

Father’s Name : Ravindra Sharma

**Hobbies:**

Reading Books, Watching Movies, Listening songs, Playing Badminton.

**Current Address:**

D/o Sh.Ravindra Sharma

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(Mohini Sharma)