
Curriculum Vita

Reena

#1144, Ratpur colony, Pinjore,
Dist. Panchkula – 134113 (Haryana)

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Carrier Objective:

- Satisfaction through success
- Success through performance
- Performance through skill
- Skill through exposure

Education qualification:

- 10th from H.B.S.E, 2013 (68%)
- 10+2 from H.B.S.E, 2015 (60%, Non-Medical)
- BSC (Physics, Chemistry, Mathematics) from Kurukshetra University, Kurukshetra, 2018 (59%)

Professional qualification:

- 3 Month Basic Computer Course (HS-CIT), Pinjore
- Post Graduate Diploma in Translation (Eng-Hindi) from Punjabi University, Chandigarh (Pursuing)

Experience:

- I have four years of experience as a **Freelancer Language Expert Hindi** with world's leading companies.
- I have done Onsite projects of translation (English to Hindi)

Fields of translations are below:

- Broad knowledge in Software, IT, Banking, Finance, Sexual content, Health Content, General Science content, School Content, Technical & General Content, User Interface, Life science etc.
- Hindi Translation specifically for Subjects **chemistry, mathematics.**

Computer Skill:

- MS-Office
- Internet
- Hindi Typing, English Typing

Skills:

- Excellent oral and written communication skills
- Fluent in spoken and written Hindi & English
- Ability to respond quickly to changing circumstances
- Proficient in MS Office

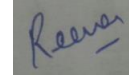
Tools used:

- SDL TRADOS 2007, 2011, 2014 / SDLX
- Microsoft Office, XTM, Linguamate, Prbandhak, Memsource, Memo Q etc.

Personal detail:

Name	:	Reena
Father Name	:	Braham Prakash
Date of Birth	:	18 Oct, 1999
Gender	:	Female
Marital status	:	Un-Married

I hereby declare that the above mentioned information is true to the best of my knowledge and belief.

A small, square, grey-tinted image containing a handwritten signature in blue ink. The signature appears to be the name 'Reena' written in a cursive style.

(Reena)