

Garima Shukla

Management Professional

Hardworking and passionate job seeker with strong organizational skills eager to secure Hindi Translator (free lancing) position. Ready to help team achieve company goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2023-01 -
Current **Language Translator**
space2grow, Bengaluru, KA

- Interpreted at appropriate language level of students.
- Communicated clearly in written hindi with internal and external customers.
- Worked collaboratively to improve operations by offering ideas, identifying issues and respecting team members.
- Facilitated and supported participation and social communication.

2014-04 -
2016-04 **Ms Office Trainer**
Seva Bharti Computer Education Center, Khargone, MP

- Delivered and facilitated course content.
- Taught small groups of students focused on specific parts of coursework.
- Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Worked cooperatively with other teachers, administrators and parents to help students reach learning objectives.


Contact


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E-mail
to_garima@rediff.com


Skills

Data Entry 

Proof Reading (Document Review) 

Language [Hindi/English] 

MS Office365 

Power Point 

Education

2007-2009

Masters of
Arts (English
Literature)

*Devi Ahilya
University -
Indore*

2004-2007

Bachelors
of
Arts(Hindi
Literature)

2002-2004

Diploma
(IT)

*Rajiv Gandhi
Technical
University -
Bhopal*