

Curriculum Vitae

Amita S. Lakhdive

10/69, Chitrakoot, Vaishali Nagar, Jaipur

Mobile: +91- 9928143433

E-mail: amitas2010@gmail.com

Currently working as

- Freelance Translator (English <>Hindi<> Marathi)

Tools : CAT (ATMS, MemSource, MemoQ, CrowdIn, Wordfast, Trados, etc)

Career Highlights: 10+ years experience in various domains like Medical, Agriculture, HR& Mktg, Banking & Finance, Legal etc.

Can provide services like localization, editing, proofreading etc.

Fonts- Unicode along with Krutidev, Devlys etc.

Experience – ATMS, Online Tayari, E-Commerce (Amazon, Flipkart)

Computer Skills:

- Proficient in MS Office Suite (Excel, Power Point, Word).
- Proficient on Google Spreadsheets , Google Docs & Google Forms.

Academic Profile:

- B. Ed. in Nagpur University in the year 2002.
- MA in English from Nagpur University in the year 2004.
- MBA – (Operation Management) from Sikkim Manipal University.

Personal Details:

Husband's Name : Mr. Sudhir Lakhdive
Date of Birth : 27-10-78
Nationality : Indian
Language Known : English, Hindi and Marathi

Amita Lakhdive

(Amita Lakhdive)

Place- Jaipur