

Curriculum Vitae

NAME:-SUKHEN MONDAL

E-MAIL ID:- mondalsukhen26@gmail.com

CONTACT NO.:- 9051559283

Academic Qualification : Bachelor of Arts from Calcutta University.

NATIVE LANGUAGE – Bengali & Hindi (Bilingual)

City: Kolkata

Country: - India.

Domain: Medical, Engineering, Agriculture Finance, Marketing & Science and technology. _

Daily Output – 2000/- translated Word per day. 3,000 proofread words per day.

Professional Qualification in Translation : I am a professional Bengali and Hindi Translator and localization, I also provide linguistic service in my languages. Love to translate any documents from English to BENGALI and Hindi, in minimum time frame. I am working in this field for 2 years. I provide professional translation and proofreading service. It's the best choice for all types of business, technical, and legal documents, where quality and accuracy are top priorities. I work exclusively into my native languages. I start with an in-depth client consultation so that I fully understand Client's needs and expectations. Full project management comes as standard, and I have strict quality assurance procedures in place. This service includes additional consultation and editing after your translation is complete. You'll have the chance to provide feedback, and receive a revised translation amended to your requirements. Clients also benefit from my faster turnaround times, lower costs, and more consistent terminology. My standard delivery is around 2,000 translated words per working day and 3,000 proofread words per working day, although I can often do more. Do let me know if you have a particularly tight deadline.

Computer Application : computer Diploma in Information Technology Application.

I am able to handle all official & administration work as my earned knowledge from my experience. I have good knowledge about internet related issue. I am always comfortable with this.

Work Experience in central government office: I worked as a contract investigator for eleven (11) month in national sample survey office, department of ministry of statistics & programme implementation, Govt. of India.

Details of work experience: I investigated & verified of urban frame for updated, of Kolkata and other district of West Bengal & Collection of wholesale price data from specified companies & establishments under the jurisdiction of the office.

Work experience in N.G.O. sector : I worked as a researcher(CHW) to an organization (SPARSHA) .project came from world bank to Reduce stigma & discrimination on HIV/AIDS field, from Nov.2006 to December 2009 in the villages of west Bengal .I taken interviews such as,CDPO,Panchayets pradhan,School Teachers and collect information about HIV/AIDS from the identified villages of Howrah and paschim medinipur in Westbengal.

E-COMMERCE SECTOR: - I have completed Amazon Trained E-commerce Specialist course in 2018 for seller registration on Amazon and handling the issue about product listing, imaging ,logo creation uploading details of seller etc.

Declaration:

The above statement is true to the best of my knowledge.

Date: 03/02/2023

Sukhen Mondal

Signature of candidate