

**Jabir A. Mansuri**

(Freelance Gujarati Translator)

12/B, Roshan Park Society,  
Jivraj Park, Vejalpur,  
Ahmedabad 380 051

Mobile: 9408233783

Email ID#: [jabirmansuri@yahoo.co.in](mailto:jabirmansuri@yahoo.co.in) / [jabirmansuri@gmail.com](mailto:jabirmansuri@gmail.com)

***Career Objective:*** To deliver professional translation service (Gujarati/ English / Gujarati), in relation to legal and non-legal; commercial; trade & commerce; technical and non-technical contents/ documents.

***My translation etiquettes:***

- 3-Reviews (each) sentence; para/ document;
- Conceptualize English version;
- Type the draft sentence; Review the draft sentence;
- Sanitize with:
  - ✓ grammar; construction; preserve original legal sense;
  - ✓ giving option(s) of synonyms (if required);
  - ✓ consider-ing the aspects of litigation (opponent/ defendant).

***Other areas of interest:***

- Secretarial; stenography; para-legal services
- Liaison; independent correspondence; Reports;
- Follow-up/ co-ordination with Management & Departments;
- Assisting in short & long term objectives; assignments & projects;
- Business development, profiling of potential clients in different sectors/ segments.

***Education:***

- SSCE (Old Stream-1975), Gujarat SSC Exam. Board, Vadodara;
- English Stenography (80 wpm) Training from Atul Type Classes;
- English Stenography Speed Development (100 wpm),  
From Vasavda Labor Institute (Labour Association) Ahmedabad;
- English Typing 60 wpm, State Tech. Exam. Board, Gujarat.

**Experience:** Having served as Steno/Secretary/ Executive Assistant/ Typist:

- ❖ Freelance Translation Services to:
  - 4 Corporates;
  - 4 Departments of Government of Gujarat;
  - Several Senior & Junior Lawyers of Hon. Supreme Court;
  - Hon. High Court of Gujarat (40 plus);
  - Chartered Accountants (2 plus);
  - Master & Ph.D. Research Thesis (several).
- ❖ Doshion Group of Companies, Ahmedabad.
- ❖ Shardul Amarchand Mangaldas & Co.; Amarchand & Mangaldas & Suresh A. Shroff & Co., (Team Secretary with Ahmedabad Office);
- ❖ Sr. Lawyers: Raju & Shah Associates; S.V. Raju & Associates; M.T.M. Hakim;
- ❖ Hi-Tech Elastomers Limited, Ahmedabad;
- ❖ King Fahd University of Petroleum & Minerals, Dhahran, Saudi Arabia;
- ❖ Reserve Bank of India, Ahmedabad;
- ❖ Alembic Chemical Works Co. Ltd., Vadodara; and
- ❖ Tax Consultants: (G. J. Soni; K. S. Kakkad & Company).

**Computer Skills:** MS Word.

**Languages Known:** Gujarati, Hindi, English; Arabic & Urdu.

**Personal details:** Age: 64 years;

Health: Excellent