

RESUME

P.RAMA

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CAREER OBJECTIVE:

To work with a progressive organization which gives opportunity to utilize my skills and experience in achieving a common goal of the organization and bright personal career.

EDUCATIONAL SKILL :

- ❖ SSC from Satyavani Vidyaniketan
- ❖ Pursuing B.A in Languages from Dr. BR Ambedkar Open University

TECHNICAL SKILLS

MS-office

WORK EXPERIENCE

Freelance TRANSLATOR JAN 2013- 2019

Worked freelance translator for Dubbing Studios and youtube channels providing a translation service to channels where needed. Involved converting videos and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Freelance TRANSLATOR JAN 2019- 2020

Worked as a freelance translator for a website, providing a translation service to website regarding scientific facts (Hindi or English to Telugu) Involved converting videos and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Freelance TRANSLATOR JAN 2020 - Till date

Presently Working as a freelance translator for different Edu solutions pvt ltd companies, providing a translation service. Involved converting academic documents for all subjects from English to Telugu and ensuring that the finished converted subjects relay the intended message as clearly as possible and got good rating.

Duties:

- Researching legal & technical phraseology to ensure the correct translation is used. Getting touch with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer – specific style guides.

KEYSKILLS ANDCOMPETENCIES

- Familiar with translation software tools.
- Excellent communication and socialskills.
- Able to work to tight deadlines.
- Highly skilled inWord, Excel and Microsoft Outlook.
- Able to prioritise work

PERSONAL SKILLS :

- Analytical and Process skills.
- Ability of quick learning.
- Ability to work in an Intense, Dynamic, and Multi-Tasking environment.
- Ability to innovate and adapt to new situations.
- Interested in Learning New Things

PERSONAL PROFILE:

Name : P.Rama
Husband Name : N.Anand Kumar
Marital Status : Married
Languages Known : English, Telugu & Hindi.
Nationality : Indian.
Hobbies : Reading Books, listening music

DECLARATION:

I hereby declare that information given above is correct up to my knowledge in all respects.

Place : Hyderabad

P.RAMA