



Name Ms. Suvidnya Bhagwant Tendolkar

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Permanant 2nd floor,joshi Building No 2 ,mapusa ,Goa,india. post code 403507

Career Summery I am a freelancer translator and interpreter .Since i am from Goa which was till 1961 a Portugal colony for 450 years, I have many native Portuguese speaking friends with whom I speak in Portuguese and also at home.

Expertise in:

~ Portuguese Translation

~Portuguese Interpretation

~ European Portuguese

~ Brazilian Portuguese

~ Communication in Brazilian as well as European Portuguese (Calls & Emails)

Professional qualifications (Portuguese Language courses)

☑ Basic in Portuguese language from Centro De Estudos Indo-Portugueses. In 1993

☑ Intermediate in Portuguese language from “Instituto Camões”,portugal by foreign Affairs Ministry,Goa level A2 issued on 19/12/17

☑ Indo-portuguese friendship Society Level B1 in 2018 with 90%.

**Pluralidades em português Brasileiro by universidade estadual de campinas,Brazil
03/04/2022- advance portuguese**

English proficiency speaking English test certificate level C1 at CERF level

HIPAA for Remote interpreter certification pass on 08.02.2022 ,

**Clinical Terminology for International and US Students by university of Pittsburgh pass on
8 nov 2021**

**Formação sobre a covid-19 para profissionais de saúde by Standford university on
15.01.2022**

Presently doing medical interpretation 60 hours course English –Portuguese from Bunker Hill Community college, Boston,USA sponsored by Brigham and women's hospital , boston

Educational Qualification

☑ Computer Programming In Ms office- Ms word, Ms excel and power point, Dbase and Pc Operation from Computer Society of India, Panaji-Goa in 1997, oracle D2K, C

, visual basic software programming course done from Info Matics Technonet Solutions

(P) Ltd, Chennai in 1998

☑ SSC From Goa Board of secondary and higher secondary Education with 52 % in year 1988

☑ HSSC From Goa Board of secondary and higher secondary Education with 56% in year 1990

☑ B.A in History and Economics from St Xaviers College, Goa University, pass with 50% in 1993

Work Experience Currently working with a interpretation company its website is www.Jeenie.com since 28 jan 2022 medical interpreter and legal interpreter job .

As English-portuguese /Hindi interpreter: these are hospital calls where the patient speaks in brazilian portuguese and Doctor in English or making calls to brazilians in USA related to confirmation of hospital consultation with doctor . Immigration interview by NGO or advocate office interpretation in to English –Portuguese/Hindi. simultaneous interpretation in case there is emergency case, to tell the patient what the doctor and nurse are speaking about patient .

1. Easy Reach Management consultants (linguistic division) as Portuguese translator and interpreter from 03rd oct 2017 till date Job profile read, write & speak Portuguese thereby facilitating translation and interpretation.

Work included translation of documents and interpretation from Portuguese to English and vice versa. Email support, chat support, web process, backend email ,

Portuguese interpreter. Dealing with customers both national and international. Also I

taught spoken English to Brazilians through Skype.. I am also a Portuguese interpreter in a old age home by name Reach out old age home in moira, mapusa, Goa between doctor and patients

2. Easy Reach Management consultants as a Recruiter June 2006 – till sept 2017 Goa, India

Overall 10 years work experience in recruitment.

A wide range of experience in Recruitment for senior and middle management level both for manufacturing plant and for corporate marketing office...I had to contact the client and do business development by meeting or by telephonic marketing to get more business for the consultancy. Also I had to contact the candidate by phone or email or even by letter and

explain the candidate about the job profile as well take their telephonic round of interview and then forward the resume to the client.

- I have done Recruitment at all levels of the organization from entry level to senior manager level and on averaged placed at least 3 candidates per month.
- Set policies to improve performance for team members.
- Manage databases for candidates along with resume database using . Job portals –Shine.com,times.com,linkedIn,quicker,Indeedetc
- Analyzing Resumes and short listing quality candidates with most relevant attributes using different job sites, Social media & other tools. Well familiar with searching techniques and posting jobs, through reference and head hunting.

3. Fast Track HR Consultants, New Delhi in 01.04. 2001 to 15.03.2002 as a consultant placement consultancy.

4. Nidhi Reddy Consultancy, Chennai in 01.12.2000 to 02.03.2001 as a consultant a placement consultancy.we had a team of 8 people.

5. State Bank of India, Branch at Madel cherao, Goa as Cashier Cum Clerk from 12.01.1995 till 14.10.1997 Handle cash counter, saving bank, customer care counter and current account counter, did closing of the account with debit and credit balance sheet.Worked in a team of 9 people.

Languages

☑ Native language Portuguese (read, write and speak fluently)

☑ English (read, write and speak fluently)

☑ Hindi (read, write and speak fluently)

☑ Kokani(read, write and speak fluently)

☑ Marathi (read, write and speak fluently)

Urdu fluent in speaking only

QUALITIES&TRAITS

☑ Assertive, Proactive, Effective Communication, Sense of Humor,

☑ Goal Driven, Creative, Optimistic, Team player, Adaptability, Inter-personal skills.

STRENGTH

☑ Simplicity, Friendliness, Hardworking, Optimist & Disciplined.

PERSONALDOSSIER

Father's Name: Late Bhagwant Narayan Tendolkar

Date of Birth: 17 /01/ 1973

Ready to Relocate: yes

Location preferred India, Portugal, Germany, U.K. ,Boston-USA

Nationality Indian, having Indian passport

Notice Period 15 days

Number of dependants 1 (My Mother Ms Subodha Bhagwant Tendolkar)she stays with me.

I, hereby solemnly declare that all the above information is correct to the best of my knowledge and faith.

Place: MAPUSA-Goa

SIGNATURE

Suvidnya Bhagwant Tendolkar