**Curriculum Vitae**  ****

**Name:** Hiten Parekh

**Address:** 103, Rhutu Park Apartments, Abrama, Near Tadkeshwar Temple,

Valsad – 396001, Gujarat, INDIA

**Phone:** +91 9825169954 **Skype:** hiten\_parekh15

**Email:** hitenparekh365@gmail.com,

**Date of Birth:** 15th October 1979

**Qualification:**

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| **Sr.** | **Degree** | **College / University** | **Year of passing** | **Percentage obtained** |
| 1 | Bachelor of Science (Chemistry) | BKM Science College, Valsad, South Gujarat University | 1999 | 63 % |
| 2 | Master of Human Resource Development  | DRMISSS, South Gujarat University, Surat | 2001 | 67 % (University Topper) |

* Cleared UGC – NET for lectureship (PM/IR/HRD) at first attempt in year 2001
* Certified Internal Auditor for ISO 9000: 2000 by M/s. DNV in year 2005

**Extra Curricular Activities:**

* Participated in essay writing competition - 9th All India Essay Competition’ organized by Department of Atomic Energy in year 1997. Was amongst 30 participants selected for oral presentation at BARC, Mumbai. Stood 13th amongst participants. Participated in many other essay competitions and debate competitions during Graduation.
* Participated in various quiz competitions organized at District Level – Was 2nd runner up in District Level Quiz Competition organized by Leo Club of Bulsar in year 1997.
* Was active member of NSS during graduation and received Certificate of Merit. Attended camps organized in rural areas.
* Organized Blood Donation Camp during Post Graduation and during employment.
* Represented students of MHRD program as General Secretary of Students’ Council during Post Graduation.
* Participated in Chess and Cricket competitions during Graduation
* Addressed students of Management Programs (Guest Lectures)
	+ BBA Program – Valsad (Ref – Dr. Sunil Marjadi, Campus Director)
	+ MBA Program – Anand Agricultural University (Ref – Mr. Yogesh Lad, Assistant Registrar)

**Professional Experience:**

More than 15 years of experience post qualification in India.

* Currently working as Freelancer in the fields of Translation and related linguistic services along with HR functions such as Training, Recruitment and Quality System management.
* Sound experience in handling HR functions for manufacturing units (pharmaceuticals mainly).

**Services offered for Linguistic services sector (English and Gujarati)**

* Translations
* Proof reading
* Sub-titling
* Audio / Video to text conversion
* Regularly using CAT Tools (professional versions)

**Major clients**

M/s. Ansh Intertrade

M/s. Translation Guru Pvt Ltd

M/s. Value Point Knowledgeworks

M/s. Globo