

## RESUME

MRS. CHANDRANI GHOSH

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## PROFESSIONAL INFORMATION

### EXPERIENCES

#### July 2012 to till Date

- Working as a freelance **translator, writer, proofreader** and **reviewer**
- Authorized vendor of **TCS**, iON content team since July 2019
- Associated with data annotation projects from **IIT-KGP**
- Working regularly in on-site MCQA projects with **TCS, NSEIT** and **IBPS** in Mumbai
- Tied up with few companies based in Delhi, Mumbai, Bangalore, Hyderabad, Chennai etc. for translation projects

Expertise profile: <https://www.proz.com/profile/2337967>

Language pairs: **English / Hindi to Bengali, and Bengali /Hindi to English**

Specialized domains: News and Press releases, Agriculture & Fisheries, MCQA, Medical, Health & Herbal, Website (reference of website translation for **IFFCO-TOKIO** General Insurance Company: <https://www.iffcotokio.co.in/bengali>), IT, App localization, Art & Literature, Travel & Tourism, Film, Media, Music and Entertainment, Legal, Educational books, General

Daily Capacity: 1500-2000 words depending on complexity (also available on weekends)

#### April 2011 to May 2012

Worked with a Sub-broker (as working partner) with **Mangal Keshav** (Borivli, Mumbai) and **Nirmal Bang Securities** (Borivli, Mumbai)

- Handling own clients' trading, portfolio and solving business queries
- Advising clients according to market condition

#### December 2007 to February 2011

Worked in **Systematix Shares & Stocks** as a **Senior Operational Executive** - Khar (Mumbai)

- Responsible for all Back Office works including Pay-in and Pay-out of Funds and Securities
- Handling Front Office including trading, client portfolio (NSE, BSE and F&O) as and when required

- Solving client queries
- Tele-marketing and risk management
- Checking and verifying new client registration forms for trading and depository
- Handling administrative works within branch including files maintain, petty cash, reporting to head office, arranging interviews etc.

**February 2005 to December 2007**

Worked in **Swastika Invesmart** (Andheri, Mumbai) as a **Branch Associate**

- Handling Front Office including trading, client portfolio (NSE, BSE and F&O)
- Solving client queries
- Tele-marketing and risk management
- Checking and verifying new client registration forms for trading and depository
- Back Office works including Pay-in and Pay-out of Funds and Securities

**March 2004 to January 2005**

Worked in **LKP Securities (Noida)** as a **Senior Terminal Operator**

- Operating NSE, BSE and F&O in ODIN package
- Interact with clients
- New client introduction, marketing and risk management

**October 2001 to March 2004**

Worked in **Elite Stock Management (Noida)**

- Handling NSE, BSE and F&O terminals and also liable for back-office works including delivery slip preparation for off-market and market transfer of securities

**March 2001 to September 2001**

Worked as a **DTP operator** and **proofreader** in **TechBooks (currently Aptara Inc., New Delhi)**

**January 1999 to January 2001**

Done **DTP, Page-Maker, Corel Draw, PhotoShop** jobs in a Kolkata-based printer

#### **EDUCATIONAL QUALIFICATIONS**

MCom from University of Calcutta with 55% (P-I) and 62% (P-II) in 2000

BCom (Hons) from University of Calcutta with 65% (H) & 60% (P) in 1998

Higher Secondary (10+2) from WBCHSE with 66% in 1995  
Secondary (10th) from WBBSE with 68% in 1993

#### **OTHER QUALIFICATIONS**

Cleared NCFM (Capital Market Dealer's Module) twice

Cleared NCFM (Derivative Market Dealer's Module) twice

Knowledge in DOS, Windows, MS-Word, MS-Excel, MS-PowerPoint, MS-Access from NIIT

#### **PERSONAL INFORMATION**

##### **DATE OF BIRTH**

7 November 1976

##### **COMMUNICATION**

Bengali, Hindi, English

##### **CURRENT LOCATION**

Kolkata

##### **OTHER ACTIVITIES**

Trekking in Himalayas

Painting and craft making