

Hrushikesh Khot

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PERSONAL INFORMATION

Gender: Male | Date of birth: November 19th, 1990 | Nationality: Indian

PROFESSIONAL SUMMARY

Marathi <> English Translator

Successful at maintaining meaning, flow and specific characteristics of original words when translating documents or spoken words. Able to converse easily in 2 languages.

SKILLS

- Fluent in Marathi, Hindi, and English
- Document review
- QA/QC validation of Google NLU projects
- Letter and Application Drafting
- Familiar with MS-Office
- CAT Tools (OmegaT, MemoQ, SDL Trados, SmartCat, GTT/Polyglot, etc.)
- Proofreading and editing tasks
- Maintaining Records
- Good command on Computer Work
- Work with Groups

WORK HISTORY

TRANSLATOR

Testbook Edu Solutions Pvt. Ltd.

03/2021 to 06/2021

Academic translation.

Translating the content for state and union government exams.

Reason: Business problem due to Covid.

Lionbridge Technologies, Inc. | Mumbai, Maharashtra

10/2018 to 03/2021

Working in GLT. Working on client's projects. Handling

projects of Google, Microsoft, Samsung.

Working on legal and marketing content.

Parikh Info Solutions Pvt. Ltd. | Mumbai, Maharashtra

06/2018 to 09/2018

Legal documents translation. Proofreading.

Translated from English to Marathi and back translation.

BACK OFFICE AND ACCOUNTING

04/2014 to 06/2018

AN NGO | Mumbai, Maharashtra

Maintaining daily expenses.

Maintaining minute books.

Pay dues to the government like EPFO, ESIC, etc.

Prepare cheques for employee's salaries.

SORTING ASSISTANCE

01/2011 to 03/2014

India Post | Mumbai, Maharashtra

Four Years in India Post as SA.

Sorting of Letters as per area pin codes. Data

Entry of the Consumers.

EDUCATION

HSK 3 | Chinese language proficiency

2018

University of Mumbai, Mumbai, Maharashtra

University of Mumbai, Mumbai, Maharashtra

Bachelor of Commerce | Accounting and Auditing

2013

H.S.C. (Maharashtra State Education Board)

2011

Chetana College, Bandra (East), Mumbai, Maharashtra

S.S.C. (Maharashtra State Education Board)

2009

CERTIFICATIONS

MS-CIT

2009

Diploma in Computer Software (Board: MSETB)

2009

Diploma in Software Programming (Institute: IDEMI, Sion)

2016