

Curriculum Vitae

Sandeep C

#840, 12th Block
NLIG, Nagarjuna Apartments
5th Phase Yelahanka Newtown
Bangalore – 560 064
sandy2525@live.in
9008762525 (Cell)

Education

Academic Education

Completed JOC in Computer Science from Vivekananda PU College Rajajinagar Bangalore.

Certification courses

Internet Security, Computer Fundamentals, and Networking Concepts,
Short Term Course in Computer Forensics from IFSINDIA Distance Education.

Technical Summary

Window 2003 Server, Windows 7, Windows 10, MAC, Linux. MySQL, MSSQL and MS
Access, PHP, Joomla.

Experience

Nano Infomatics

New BEL Road Bangalore
Sep 2007 - Sept 2008

CSR

Receiving Inbound calls from UK Customers resolving their issues.

Digi Computers

Yelahanka Newtown Bangalore
Oct 2009 - March 2009

Marketing Executive

Marketing Airtel Landline phones
Managing the technical issues of customers
Installation of the Landline phones

Mandamus Info Knowledge Consultants (Bangalore) Pvt Ltd

Rajajinagar Bangalore
Sept 2009 - April 2016

Content Aggregator

- Proof reading the translation of the Web contents, from English to Kannada Language.
- Translating the Technical articles of Information Security topics from English to Kannada and Vice versa.
- Imparting the contents in Joomla Website.
- Developed a Kannada Language pack for Joomla System
- Working on website design, Joomla Website

- Responsible in translating any content (Technical or Non Technical) from English to Kannada, Many press release and VIP Speeches are translated.

Senior Associate

- Canadian Inbound technical support process of a Xenia - Hotel Management System
- Responsible in handling technical queries of the customers and resolving them with suitable solutions
- Responsible for the new installation of the software of any new customers
- Managing the MIS Report of the team and updating it every day to the client.
- Worked on all three shifts for more than 1 year
- Coordinating with the technical team for updates release on HMS Software.
- Same will be updated on all existing customers Computers with remote support solution.

Manager-Training

- Keonics Cyber Lab - Capacity Building unit of Dept of ITBT in Association with Mandamus Info Knowledge consultants
- Conducting Awareness programs across Mangalore for government departments on Cyber Security
- Responsible for conducting Awareness campaigns conducted in all engineering colleges
- Coordinating with Law enforcement officials and arranging the required training on cyber security for the law enforcement officials
- Has trained over 16+ government departments in the field of Cyber Forensics.
- Conducted around 250+ seminars and has trained over 500+ students and corporate entities across Karnataka
- Assisted in more than 50+ Cyber Forensic cases.

General Manager

- Skill Development Program by Dept of youth empowerment and Sports in association with Mandamus.
- Responsible for coordinating and Mobilizing Students for the Skill development Training conducted by Mandamus
- Coordinating with trainers to preparing the Batches and monitoring the smooth run of the training throughout the process
- Reviewing, modifying and creating necessary security policies for all Training needs.
- Managing and monitoring the team of 10 training coordinators, 5 Tele callers, 3 Placement Coordinators and 5 Data entry operators, getting their daily activity updates, forwarding the same to the senior Management team.
- Managing and monitoring the placement drives conducted by Mandamus
- Coordinating with college officials for conducting placement drives.
- Coordinating with the placement officers of the college and collecting the placed candidates list for the documentation
- Responsible in handling the documentation of the complete process.

Freelance Translation, Proof Reading, Transcription, Voice over, Content Writing.

For Kannada and English Language Pairs

Yelahanka Bangalore - 560 064

April 2016 - Till Date

Translation & Proof Reading Domains

- E-Learning (Ex: Text books)
- Media (Ads and Press Releases).
- Legal Books (Ex: Handbooks, Course Materials).
- Legal Files (Ex: Agreements, Bond, FIR's, Charge Sheets).
- Medical Books (Ex: Handbooks, Course Materials).
- Finance (Ex: Insurance Forms, Terms and Conditions, Financial books).
- Survey and Market Research (Ex: Questionnaires, Survey responses)
- IT (Ex: Website translation, Content Writing, Blog Writing).
- Hospitality (Ex: Tourism books, Tourism Ads, Handbill, Handbooks).
- Astrology (Ex. Horoscopes, Books, Daily updates).

Transcription Domain

- Media (Ex: Interview Conversation, Radio Programs, Ads, Press Releases)
- Legal (Ex: Confessions, Interrogations, Telephonic Conversations)
- Hospitality (Ex: Tour guides, Audio instructions).
- Surveys and Market Research (Ex: Questionnaires, Survey responses)

Voice-Over Domain

- Spiritual (Ex: Workshop Audio, Guide, Meditational instructions)
- Education (Ex: English Speaking Courses, E-learning, Lead Conversations)
- Media (Ex: Product Guides, Promos)
- Hospitality (Ex: Tourism Guide Lead voice).

Content Writing

- Blog Writing (Ex. Political, Human Emotions, Current affairs)
- Website Contents (Ex. Agricultural, College, IT Services, Astrology, Etc)
- Media (Ex: Translating Different Language songs in native Kannada Language).

Hobbies

Singing, Reading, listening music, writing blogs

Stage performer indulged in singing songs from movies of different South Indian languages, also did Compeering for the programs organized by Best of Muzic (Orchestra).
Singer for Medley Music Team.

Future Goals

To make myself involved in a company that can bring me up in my career and also make time for getting my Degree certification.

A career in Computing- this has been my dream ever since I came into meaningful contact with this latest tool that science has put into man's hands. The steady use of computers at my home and my ever-growing awareness of their use in office, business, the media, the entertainment industry and the worldwide communication through satellite and internet, has made me decide to choose a career which would involve the widespread use of computers.

Personal Details

Father's Name	Ramakrishna C
Marital Status	Married
Date of Birth	16/04/1984
Nationality	Indian


Languages Known

	Read	Write	Speak
English	✓	✓	✓
Kannada	✓	✓	✓
Hindi	✓	✓	✓
Telugu	✓		✓
Tamil			✓

Declaration:

I wish to tell u that all the details furnished above are true up to the best of my Knowledge.

Date : 29/07/2018
Place : Bangalore


(Sandeep.C)