

CURRICULUM VITAE

<p>SALINI B. L. PH: +91-9447817244 email: salkoyikal@gmail.com</p> <p>Personal Data: Date of Birth : 23/01/1983 Gender : Female Marital Status:Married Nationality: Indian</p> <p>Languages Known English, Hindi, Malayalam</p>	Career Objective
	A Master's degree graduate with two years working experience as a Freelance Translator / Proofreader / Subtitler / Transcriptionist, proficiency in written and oral Malayalam, English and Hindi seeks employment as Freelance Translator / Proofreader / Subtitler / Transcriptionist.
	Educational Qualification
	<ul style="list-style-type: none"> ✓ MBA in Finance and Marketing from University of Kerala-India (2004-2010). ✓ BCA from Makhanlal Chaturvedi Rashtriya Patrakaritha Vishwavidyalaya, Bhopal-India (2000-2004). ✓ PLUS TWO from Board of Higher secondary Examinations (1998-2000). ✓ SSLC from Govt. of Kerala (1998).
	Professional Skills
	<ul style="list-style-type: none"> ✓ Good work relationships with Indian and International Clients ✓ Skillful in maintaining relations with clients ✓ Has good relationships with other employees and employers ✓ Excellent in computer knowledge (like Microsoft Office and Adobe applications, Work knowledge in client servers etc) ✓ Capable of maintain all important information in suitable and preferable formats.
	Professional Experience Summary
<p><u>Assistant General Manager – Projects</u>(13 February 2012-31 July 2012), Pamco Solutions (P) LTD, Trivandrum,Kerala, India</p> <p><u>Senior Audit Assistant</u> (14 August 2011 - 12 February 2012)RATHNAM & MURTHY CAs, Trivandrum,Kerala, India</p> <p><u>Business Analyst</u>(12 May2008 –30 September 2009) Iva Systems Pvt. Ltd, Trivandrum, Kerala, India</p> <p><u>Marketing Coordinator</u> (October 2007 – April 2008) Tourism India Publications, Trivandrum,Kerala, India</p>	

Freelance translation/proofread/subtitling/transcription Experience in Detail

✓ **Started my career as freelance translator for various local clients.**

Period: 2018 till now

Area: Translated and transcribed confidential documents

Language Pairs: English to Malayalam and vice versa, Hindi to Malayalam and vice versa, Malayalam Audio to Malayalam Text, English Audio to Malayalam Text.

✓ **Vivoiz Healthtech Pvt Ltd (Healofy, a pregnancy-parenting social network)**

Period: May 2019 to November 2019

Area: Translation

Language Pairs: English to Malayalam

Project: Pregnancy Parenting Social Network Documentation

✓ **Stars Group of Translators**

Period: August 2019 to Till Now

Area: Translation and Transcription

Language Pairs: English to Malayalam, Malayalam Audio to Malayalam Text

Project: Work on CAT Tool Prabandhak (Domain: General)

✓ **Ansh Intertrade Pvt. Ltd.**

Period: December 2019 to Till Now

Area: Translation

Language Pairs: English to Malayalam

✓ **D&T Translations**

Period: November 2019 to Till Now

Area: Translation

Language Pairs: Malayalam to English

Project: Documents (News paper article, Hand written document)

✓ **Eccellente Services Pvt. Ltd.**

Period: November 2019 to Till Now

Area: Transliteration

Language Pairs: English to Malayalam

✓ **Work for an individual - Greeshma**

Period: November 2019 to Till Now

Area: Translation, Proofreading, Transcription

Language Pairs: English to Malayalam, Hindi to Malayalam, Malayalam Audio to Malayalam Text

✓ **Word Publishing**

Period: December 2019 to Till Now

Area: Translation

Language Pairs: English to Malayalam

Project: Work on CAT Tool Prabandhak (Domain: General)

✓ **Somya Translators Pvt Ltd**

Period: December 2019 to Till Now

Area: Translation, Proofreading

Language Pairs: English to Malayalam

✓ **Tran Solutions**

Period: December 2019 to Till Now

Area: Transcription

Language Pairs: Malayalam Audio to Malayalam Text

Project: Voice to text

✓ **Verbo Labs**

Period: November 2019 to Till Now

Area: Translation, Proofreading, Subtitling, Transcription

Language Pairs: Malayalam to English and Vice Versa, Malayalam Audio to Malayalam Text

✓ **Global Enterprise**

Period: November 2019 to Till Now

Area: Translation / Proofreading

Language Pairs: English to Malayalam, Malayalam Audio to Malayalam Text

Project: Amazon in ATMS and Malayalam Audio to Malayalam Text

✓ **Wistran Language and Digital Services**

Period: November 2019 to Till Now

Area: Translation / Proofreading

Language Pairs: English to Malayalam

Project: Amazon in ATMS

✓ **Zibanka Media Services Pvt Ltd**

Period: January 2021 to Till Now

Area: Subtitling

Language Pairs: English / Hindi to Malayalam

✓ **Tiger Comics**

Period: March 2021 to Till Now

Area: Comic book translation

Language Pairs: English to Malayalam

DOMAIN

- ✓ General
- ✓ Legal
- ✓ IT
- ✓ Media
- ✓ Technical
- ✓ Educational etc.

Computer Proficiency

- ✓ Operating Systems Windows 7, Windows 95 / 98 / ME / XP, Vista , Windows NT / 2000, MS DOS, Linux
- ✓ Packages Office 2007, 2003 / XP
- ✓ Databases MS Access, MS SQL
- ✓ **CAT Tool** **Prabandhak, Smartcat, Amazon Tool (ATMS)**
- ✓ Languages C, C++, Java, HTML. FoxPro, Visual Basic 6.0.

Other Information

- ✓ Strong Communication skill
- ✓ Excellent Leadership Qualities
- ✓ Charismatic, Innovative and Energetic
- ✓ Able to maintain good relationship with peer group and society
- ✓ Good in Analytical Skills and Crisis Management
- ✓ Time management and Kaizen (Japanese for "improvement", or "change for the better") capabilities

Reference

- ✓ Will be provided upon request