

Manoj Verma

E-124/17, Visawa CHS, Sector-12, Kharghar Navi Mumbai 410210
9029291325 | 7VermaM@gmail.com

Objectives

Translated technical travel social environmental and so on articles.

Experience

Translator English to Hindi May 2017 – February 2019

Jehovah's Witnesses of India | Bangalore KA.

- Translated technical travel social environmental and so on articles.
- Translated the documents, videos and audio scripts, transcription from English to Hindi Marathi and Bhojpuri and vice versa.
- Provided verbal summaries of non-English documents for immediate use.
- Reviewed final works to spot and correct error in Punctuation, grammars and translations.
- Replicated the flow, style tone and overall meaning of original texts.
- Applied cultural understanding to discern specific meaning beyond the literal written words.
- Worked as a Translator, proofreader and checker.

Office Admin April 2014 – April 2017

Jehovah's Witnesses of India | Bangalore KA.

- Delivered an exceptional level of service to each customer by listening to concerns and answering question
- Analyzed department documents for appropriate distribution and filling.
- Maintaining department data and entering into system by word, excel and admin-2000 software.

Education

- [SSC \(Maharashtra board\) -2004.](#)
- [HSC \(Maharashtra board\) Science -2006.](#)

Skills

- Trained as translator from English to Hindi.
- MS Office
- Typing English and Hindi (35-45 wpm)
- Fluent in Hindi, English and Marathi Language.
- Mechanical work of Engine, Hydraulic pump, valve blocks, transmission, etc. of backhoe loaders
- Backhoe loaders Analysis and Troubleshooting

Training while working

- Translations Training by Jehovah's witness.
- Typing English and Hindi (35-45 wpm)
- BSD (Building Service department) Training by Jehovah's witness.

- Home Department service Training by Jehovah's witness.
- Admin-2000 software Training by Jehovah's witness.
- MS office Learn while working in Jehovah's witness.

Personal Details:

- Full Name: Manojkumar Ashok Verma
- Father name: Ashok Bholaprasad Verma
- Gender: Male
- Date of Birth: Dec 31st, 1988
- Marital Status: Married
- Spouse name: Neha Verma
- Cast: Jehovah's Witness (Christian)
- Nationality: Indian