

dawanshashi@gmail.com

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14A, St. Yehiya Mawatha,  
Matara, 81000  
Sri Lanka.

## RAAZ SHASHI DAWAN

### Suitable Position

### EDUCATION

St. Servatius College,  
Sri Lanka  
G.C.E (A/L) Examination  
August 1996 Marks : 295  
Selected to the Engineering  
Faculty, Motaruwa  
University,  
Sri Lanka.

Moratuwa University,  
Sri Lanka  
Engineering Degree  
December 1996  
Degree NOT Completed.

### SKILLS

1. Google ADs Display/ Search/  
Measurement Certified
2. Photo Editing & Retouch
3. Computer Hardware & Mobile  
Phone Software Update
4. Typing 50-60WPM

### CAREER OBJECTIVE

Adaptable professional with proven creative thinking, multitasking, and problem-solving skills. Aiming to leverage my abilities to successfully fill the Suitable Position of your company. Frequently praised as diligent by my peers, I can be relied upon to help your company achieve its goals.

### EXPERIENCE

#### **www.fiverr.com**

Freelance Logo Designer  
April 2014 - October 2019

1. Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.
2. Develop graphics and layouts for product illustrations, company logos, and Internet website.
3. Review final layouts and suggest improvements as needed

#### **www.gotranscript.com**

Remote Transcription  
May 2012 - June 2013

1. Check completed work for spelling, grammar, punctuation, and format.
2. Keep records of work performed
3. Reformat documents, moving paragraphs and/or columns.
4. Transmit work electronically to other locations

**www.translatorscafe.com**

Remote Translator

January 2010 -April 2011

- 1.Follow ethical codes that protect the confidentiality of information.
2. Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors.
3. Translate messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible.
- 4.Proofread, edit, and revise translated materials.
- 5.Transmit work electronically to other locations

**www.freelancewriting.com**

Freelance Writer

March 2007 -December 2009

- 1.Write to customers in their terms and on their level so that the advertiser's sales message is more readily received.
2. Discuss with the client the product, advertising themes and methods, and any changes that should be made in advertising copy.
3. Write advertising copy for use by publication, broadcast or internet media to promote the sale of goods and services.
- 4.Present drafts and ideas to clients.
- 5.Write articles, bulletins, sales letters, speeches, and other related informative, marketing and promotional material.

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**LANGUAGES**

Spanish , French, Dutch, Tamil

I certify that the above particulars are true and correct to the best of my knowledge and belief.

Date: 2021/07/04..

*Shashi*

Signature