

Resume

G Sreelekha

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Educational Credentials :

M.Com from SV University, Tirupathi. Batch 2004

B.Com from SV University, Tirupathi. Batch of 2003

Post-Graduation Diploma in School Leadership and Management – 1 Year Course - IGNOU

B.Ed from Osmania University - 2 Years - Batch 2021

DCCP – Diploma in Commercial & Computer Practice – Polytechnic 3 years – Batch 1998

SSC from BVS Municipal Girls High School – Batch 1998

Technical Qualifications:

English High speed type – 140 Words per minute

Telugu Lower speed type – 80 Words per minute

Shorthand – 100 Words per minute (80 wpm = lower and 100 wpm = Inter)

Senior Accountancy Certificate from Chennai

Professional Work Experience:

1. Worked as **Telugu spontaneous translator /Admin Assistant** for District Rural Development Agency DRDA, Nellore, Andhra Pradesh from **July 2002 to February 2005.**

2. Worked as **Administrator & Telugu Content writer**– Bear Hug Pre-schools from **June 2010 to July 2013**

3. Worked as **Accounts Officer** – Pebble Creek Life School – **August 2013 to March 2017**

4. Worked as **Parent Relation Manager & Telugu consultant**– IVY League Academy – **April 2017 to March 2019**

5. Worked as **Admin Manager & Freelance Telugu Translator** – THLC- Kanha – **April 2019 to 22nd July 2023**

Total - All together – 17 + year's experience

Key Performance Areas:

Attending video conferences and meetings of Project Director – preparation of MoM in Telugu

Taking Telugu notes from Project Director and circulating to all MROs and DEOs

Worked as a proof reader for CBSE schools - Board Question papers pertaining to Telugu language

Telugu Language Skills :

1. **Profound knowledge of translating – Translated “In his foot steps” book from English to Telugu**
2. **Wide experience of reviewing and proof reading of the content in its translated form, and fix errors of issues types such as Meaning, linguistic, flow, terminology, consistency and gist.**
3. **Conducted workshops on the topic Interiorization in Telugu language**
4. **Worked for Telugu video translations (sentence to sentence) – “Udemy and Manasa programs” pertaining to Heartfulness talks.**
5. **Worked and have deep knowledge Patrika, Srilipi software.**
6. **Solid understanding of grammer, idioms and phrases in both English and Telugu**
7. **Conducted Workshops for Telugu Faculty**
8. **Worked as a freelance Translator for Ramoji group for Telugu content**
9. **Translated “Brighter Minds” Booklet into Telugu**

Other Core skills:

1. Defining the responsibilities and accountability of the staff members, hand holding them to complete the tasks. Ensuring the coordination and quality communication among academic staff and admin staff.
2. Promoting and maintaining open communications, positive student attitudes, respect for dignity, worth of staff and students, and will comply with established lines of authority Display the highest ethical and professional behaviour and standards when working with parents and local bodies.
3. Be responsible for the proper maintenance of school Statutory as per the State / CBSE requirements. Organize and coordinate for various school events / Programmes / Functions right from the planning to the winding up.
4. Keeping the staff informed and seek ideas for the improvement of the Admin functionality. Conducting meetings with the staff, as necessary, for the proper functioning of the school. Checking of their daily logs and motivating them as per the need.
5. Ever ready for the trouble shooting for any unexpected encounters, in terms of students medical concerns and parent concerns.

Other Professional workshops:

1. Attended different Telugu workshops and seminars
2. Attended Telugu philosophical sessions

Family Background & Personal details

DOB - 12.05.1983
Languages known - Telugu, English and Hindi
Interest - Listening to the success stories
Passion - Telugu translation works

(Gandham Sreelekha)