

Resume



Suniti Chandra Mishra
Freelance Writer & Translator

Aspiration:

To serve as Content Writer, Editor,
Proofreader

Date of Birth:

October 2, 2021

Total Work Experience in the above capacities:

Since 1990 (30+ Years)

Basic Qualities:

- High efficiency in handling quality content writing projects and Translation (EN<>HIN)
- Excellence in writing English & Hindi
- Punctual, ready to accept challenge, flexible, quality-driven.

CONTACT:

Phone No.: 9179416500

Email: mishra.sunitichandra@gmail.com

LOCATION:

Gwalior, Madhya Pradesh (India)

PROFILES:

Facebook:

<https://www.facebook.com/suniti.c.mishra>

LinkedIn:

<https://www.linkedin.com/in/sunitichandra-mishra-83073424/>

Twitter: @scmishra

BLOGS/LINKS:

*<http://indumukhi-publications.blogspot.com/>

*<https://www.smashwords.com/books/search?query=%22Suniti+Chandra+Mishra%22>

*<https://www.boloji.com/writers/1537/suniti-chandra>

EDUCATION

B.A. (Hons. in Hindi) Passed in 1982 (First Div.)

From L.N. Mithila University, Darbhanga, Bihar. **Other subjects studied:** English, History, Economics

CURRENT WORK STATUS

- Working from home as **Freelance Writer & Translator**.
- Working with **The Times of India**, Response, Bhopal, as a freelance writer for special Govt. Advertorials/features.

LAST WORK EXPERIENCE

Features & Supplements Editor (contractual /counseling service), **The Times of India** (Times Response, MP & CG), Bhopal. From March 2014 to December 2016. Work included: Writing / Editing all special features, supplements, advertorials, and consumer- connect supplements brought out by The Times of India in entire MP-CG.

CLIENTS SERVED

- As a Freelance Writer & Translator, served several clients including: Google, Shvoong, Tata Industries, Baha'i Publishing Trust, Gulf Air, Nokia, SKF, FOSECO INDIA, Bousche & Lamb, IIT (Mumbai), Orient Blackswan, Sahitya Bhawan Publications, Vakil & Sons, Pustak Mahal, V&S Publishers, M.Y. Hospital (Indore), The Times of India, Baha'i International Community, Christian Holy City Church, Rotary Club (Gwalior), Office of Transport Commissioner (Gwalior), and various translation agencies of India & abroad.
- A member of **Translation/Review Committee of the National Spiritual Assembly of the Baha'is of India**, New Delhi. Translated several Baha'i books including 'Kitab-i-Aqdas' (the Most Holy Book of the Baha'i Faith).

OTHER ACHIEVEMENTS

- **Wrote and published several books & eBooks.** Contributed write-ups in newspapers, magazine, e-zines.
- Was sole editor for "**Gwalior Plus**" and "**Jabalpur Plus**" (Weekly supplements of The Times of India) for over 2 years.
- Wrote the **Coffee Table Book (GLORIOUS GWALIOR)** of The Times of India exclusively for the SMART CITY MISSION of Gwalior.

BASIC SKILLS

- Good knowledge of English (Written / Spoken). Equally proficient in Hindi writing. Computer literate (know all basic applications including MS Word, Excel, Corel Draw, etc.)

CAT TOOLS USED

Trados, Wordfast.

RATES

Translation: Minimum INR 1 (100 paise) per source word
Proofreading/Editing: INR 0.5 (50 paise) per source word
Content Writing: Negotiable