**S. Madhavan**

# Work from home Freelancer

# Hyderabad, Telangana 500013 srinimadh351@gmail.com Mobile # - 9963584717

# Career Objective

# Capitalize the acquired skills and expertise by contributing towards achieving the common goal of the organization.

# WORK EXPERIENCE

# Editor

# ICFAI University, Hyderabad, Telangana.

# Duration- June 2006 to May 2009.

# Job description: Editing academic books.

# Technical Editor with Wings Infonet Ltd., Hyderabad.

# Duration: December 2004 to May 2006.

# Job description: Editing user manuals of varieties of business accounting software.

# EDUCATION

# PG Diploma in Management in Marketing and Sales Indian University and an Indian institute of repute - Delhi, Delhi 1980 to 1981.

# B.Com – University of Delhi [year of passing 1974]

# SKILLS

# Very good communication skills, editing with rephrasing skill, proofreading, Indian languages translation (13+ years).

# ADDITIONAL INFORMATION

# Presently, a work from home freelancer residing in Hyderabad, in possession of high-speed connected dedicated PC and have been rendering editing/rephrasing besides Indian languages translation/transliteration since the year 2003. Have delivered numerous projects on various domains to institutions and individuals.

# PAST EMPLOYMENT DETAILS

# Worked in the capacity of

# 1. Manager in managing two branches - Hyderabad and Bhubaneswar,

# 2. Executive in Hyderabad looking after marketing and sales for a total period of more than 20 years

# 3. Have handled sales accounting and administration for 13 years for a couple of organizations in Delhi.

# 4. Handled sales of capital equipment, small and medium-sized machinery and spares thereof, stationery consumables for project management consultants and architects, industrial consumables for process industries and consumables for the banking industry.