


SHRUTI SINGHAL

 shruti.singhal4@gmail.com

 (91) 9654566365

 Delhi, India

EDUCATION

ALLIANCE FRANÇAISE DE DELHI
Delhi (Sep 2017 – Present)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY - Masters in English Literature
Delhi (Jan 2018 – Dec 2019)

- British Literature
- American Literature

DELHI UNIVERSITY - Bachelors in Commerce (Honours)
Delhi (July 2017)

- Financial Management
- Human Resource Management

SKILLS

French	Advanced Level Proficiency
English	Native or Bilingual Proficiency
Translation	Rewriting, Editing, Proofreading
Writing	Research, Creativity, Editing, Proofreading
Microsoft Office	Word, Excel, PowerPoint (Advanced)

PROFESSIONAL EXPERIENCE

VOLUNTEER TRANSLATOR, PROOFREADER, EDITOR

United Nations (Aug 2019 – Present)

- Read copy or proof to detect and correct errors in spelling, punctuation, and syntax
- Corrected or recorded omissions, errors, or inconsistencies found
- Compared information or figures on one record against same data on other records, or with original copy, to detect errors
- Most recent assignment completed for IFRA, Kenya

CONTENT WRITER

Freelance, Delhi (June 2019 – Present)

- Varied language and tone of messages based on product and medium
- Conducted research to determine which of a product's selling features should be promoted
- Most recently wrote for *Affnosys Technologies* based in Bangaluru and *Kramah*, an online sales initiative to promote Indian handicrafts abroad, based in Delhi

VOLUNTEER TRANSLATOR

Translator Without Borders (June 2019 – Present)

- Proofread, edited, and revised translated materials
- Checked translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions
- Identified and resolved conflicts related to the meanings of words, concepts, phrases, or behaviors
- Followed ethical codes that protect the confidentiality of information

INTERN - HUMAN RESOURCES

CBRE South Asia, Gurgaon, Haryana (Aug 2016 - Oct 2016)

- Involved majorly in recruitment, where I got an insight into the complete hiring process
- Managed multiple niche profiles simultaneously
- Responsibilities included online sourcing of potential candidates, telephonic interviews, personal HR interviews, managing meetings with department heads, salary negotiations and after-joining formalities
- Maintained clear chains of communication among all the involved parties

CERTIFICATES

- DELF (Diplôme d'Etudes de Langue Française) – B1 (Advanced)
- ITT – 100-Hour Information Technology Training (required by ICAI)