**RESUME FOCUS:**

I am looking forward to apply positively my Japanese communication skills, in interpreting high level meetings and to help to deepen the understanding in research and developments of new products and services through Japanese language interpreting skills at corporate companies.

*To employ my Japanese language proficiency in translating documents relating to a wide variety of fields (Japanese to English and English to Japanese) including proofreading, transcription and subtitling in Japanese.*

*In recent days trying to innovatively use specially prepared content and online materials according to the purpose of the students learning Japanese and to effectively use online resources in teaching Japanese and Japanese business culture online in a an interesting and effective way.*

*Also to spread the joy of learning Japanese language and understanding the culture of Japan to children by fun and innovative methods.*

*To employ innovative methods in teaching/training students for Japanese language Proficiency tests.*

**Currently:**

**Japanese language specialist at Indocosmo systems, K.P.Vallon road, KOCHI, Kerala, India.**

Working as Japanese language specialist since June 2019 till present ,training engineers currently in Japanese language in advanced levels of Japanese since June 2019 and teaching them the technical terms related to their domains and daily day- to-day Kanji and conversations enabling them to take interviews and work in projects in Japan. **Currently continuing to train the engineers ONLINE.**

**Also currently training online, Japanese native employees of Indocosmo systems in English language**

Provide Japanese language support to colleagues by translating company related project work documents and legal documents ( legal contracts, academic certificates, resumes etc) Japanese business mails and documents and interpreting in company project meetings.

Business analyst role (Japanese language) in the business acquisition team.

Reference:

Mrs. Soumya Rakesh (Admin Indocosmo systems)- + 91 94479 13838

**(Corporate ONLINE JAPANESE LANGUAGE TRAINING) for Rane NSK steering systems pvt ltd:**

Working as a freelance online JAPANESE LANGUAGE TRAINER, in assignments of training the employees of Rane NSK steering systems private ltd, Chennai In Japanese language since June 2020.

1. Conducted a course on Spoken Japanese ONLINE from (July 14th to August 21st, 2020) which enables them to equip themselves with the basics of Japanese in order to attend a training program in Japan.
2. Conducted the Basic level 1 Japanese (JLPT N5) course. (September 3rd, 2020 to November 20 th,2020.)
3. Conducting one-on-one online spoken Japanese course for a senior executive of Rane NSK.
4. Conducted Basic level 2 Japanese (JLPT N4) course for employees of Rane NSK.
5. Conducting Basic level 1 Japanese (JLPT N5) course. (July 15,2021 till present)

Also working on translation of documents related to Rane NSK.

Reference:

Mrs.Mohanapriya (HR Rane NSK, Chennai)- + 91 82488 27170

**ONLINE JAPANESE INTERPETOR-Freelancing**

Working as an online freelance interpreter. Currently interpreting meetings online for Daimler, Chennai.

Reference:

Mr.Venkat Narayanan (HR Viesupport language services)- + 91 9841521992

**(ONLINE JAPANESE and ENGLISH LANGUAGE TRAINER (Bilingual trainer) at VVR Learning.com :**

Working as a freelance ONLINE **JAPANESE LANGUAGE TRAINER**, teaching Japanese language to multinationals residing in Japan and **ENGLISH LANGUAGE TRAINER**, for Japanese natives.

Reference:

Ms.Antra Bhardwaj (HR VVR learning)- + 91 85870 59025

**Attended “Advanced level teacher training course for Japanese language teaching methods at “The Japan Foundation, Kita-urawa, Saitama prefecture, Japan from January 14th, 2020 to February 28th, 2020 and completed the course successfully.**

**Attained J3 level of proficiency in BJT (Business Japanese Test) exam in December 2019.**

**Translation agencies worked for:**

Elite Asia, Singapore

Valuepoint knowledgeworks, India

Lyriclabs, Coimbatore

Translation gate, Egypt

Chengdu Chinazxzy language technology co ltd ,China

Hamslive, India

DEneeraj, Mumbai

**Previous companies and designation:**

**Franchise head of Hayakawa Japanese language school, KOCHI, Kerala.**

Run the Franchise of Hayakawa Japanese language school (from August 2019 to May 2020.), Chennai at Kochi. Conducting and teaching C-JAT courses and also training students for JLPT exams.

Worked on document translations and interpretation assignments.

***Reference*:**

Mrs. Yuko Shimizu (Manager Hayakawa Japanese language school) :

+91 93855 33103

**Japanese language trainer at Wipro Technologies, Infopark, Kakkanad, Kochi, Kerala.**

Trained engineers in Japanese language for basic level of Japanese (JLPT N5) from August 2019 up to December 2019 and taught them the basic culture and business culture and business etiquettes of Japan enabling them to face the Japanese work culture.

***Reference***:Mr.Krishna Das (Delivery manager) -90360 75327

Worked in **GGS information services, Perungudi, Chennai**, as Senior technical writer –Japanese under the Technical Publications department as Japanese-Senior technical writer performing the roles of:

* **Writing Japanese language content for technical automobile manuals.**
* **Translating automobile related documents from English to Japanese and Japanese to English.**
* **Using Adobe frame maker software to create manuals.**
* **Providing Japanese language translation and interpretation support to colleagues in the company.**
* **Preparing subject automobile based technical glossary and grammatical explanations.**

***Reference*:**

Mr.Samuel Chandran (Project SME): +91 98840 70618

**WORK EXPERIENCE**:

**TRANSLATION - List of domains and topics handled**

**1.** *Chemical and Bio - chemical Industry*: Chemical patents, Patent transfer agreements, Books on Pharmacological research and extracts on specific bio-chemical drugs, Certificates of Approval for production and sales of pharmaceutical products.

**2.** *Medical Industry***:** Books on Clinical trial & Pharmacological research, extracts on specific drugs as against medical disorders, manual of surgical operations and Treatment table, Medical diagnosis results of individuals, Drug specifications for diseases, Medical document on the effects of certain group of drugs, Case studies on drug induced diseases, Adverse effects caused by antibiotics or a certain group of drugs, Documents on Osteonecrosis, Case studies of safety and efficacy of drugs, Retrospective study of usage of certain drugs especially in children, Analysis of effective drugs, Comparison of effects caused by drugs.

**3.** *Legal Documents***:** Contractual agreements, Residence cards, Passports and Visa documents, Certificate of alien registration, Driving license and other personal legal documents for bank loan processing, Disembarkation card for re-entrants, Electricity bills, Credit card statements, Defamation case, Documents of East Japan Railway Company applying for Intellectual property rights for the invention of interlocking device that controls the course of trains, Lease Contract for Nippon Otis elevators, Net ease employee handbook, Document of Civitas tradition funds projects at US.

**4.** *Accounts & commerce Industry***:** Accounting manuals, Pamphlets of commercial products, purchase order of products, company website contents, visiting cards, manual on high- end printing machine, Investment Trust Manual, Corporate business continuity planning document, Market survey questionnaires, Customer survey questionnaire for mobile service providers and IT products, In-house documents of an automobile spare parts manufacturing company, Extracts from a customized magazine about the history of specific variety of liquor, User manuals of digital single - lens reflex camera and printers, e-mails & general correspondence letters, Hotel receipts.

5.Automobile documents: Automobile companies related agreements, invoice, vehicle manuals, Factory safety procedure documents, Horozontal deployment documents etc.

6. *General-* Website translations, translation of content of hair colour products labels. Media content creative reviewing,

7.Worked on Oneforma patform for general content proof reading.

**INTERPRETATION (At automobile industry)**

Interpreted for a Japanese delegate from Nissan, Japan during the process quality audit at **Renault Nissan Automotive Private Limited (RNAIPL), Oragadam**, Chennai from September 3rd to September 12th, 2018.

Interpreted at **Daimler**,Chennai as a part of the Mitsubishi Fuso project meeting as Japanese language interpreter of GGSI.

Worked onsite on an interpretation assignment with a Japanese representative from **Kobelco (Kobe steels), Japan**, at the industry premises of **primo automation, Chennai** and interpreted regarding the installation, operation and maintenance of welding robots on 12th and 13th, December, 2017.

Worked onsite on interpretation assignment in sequel with a Japanese representative from **Kobelco (Kobe steels), Japan,** at the industry premises of **primo automation, Chennai** and interpreted regarding the follow up maintenance of welding robots on 15th and 16th, March, 2018.

Accompanied Japanese delegates during the Total Productive Maintenance (TPM) onsite visit and interpreted at the conference meeting at the Madurai plant of **Fenner India Ltd., Madurai,** June 2008.

TEACHING:

* Trained students at the Grace Academy Foundation, UCMAS, Madurai in speaking and reading Japanese language in 2009.
* Trained students to appear for beginner’s level Japanese, JLPT N5 and N4 tests.
* Trained students to communicate effectively through spoken Japanese course at **Surya Nihongo Gakkou (Surya Japanese language learning Centre) Madurai, India in 2013-2014.**
* Japanese language instructor at **Hayakawa Japanese Language School in Chennai In 2018.**

**QUALIFICATIONS:**

* First class Bachelor Degree of sciences (Botany with specialization in Industrial microbiology) 2001-04; Madurai Kamaraj University, Madurai, India.
* First class Post Graduate Diploma in International business 2004-05; Dr.G.R. Damodaran College, Coimbatore, India.
* **Certificate course in Japanese language 2006-06; Department of foreign languages, American college, Madurai, India.**
* **Completed Diploma course in Japanese language 2006-07; Department of foreign languages, American College, Madurai, India.**
* Completed JLPT level N3 in 2013.
* Completed certification course C-JAT IV (Business) at Hayakawa Japanese language school and cultural centre, Aminjikarai, Chennai.
* **Completed JLPT N2 in 2017**.
* Completed certification course C-JAT V (Fluent) at Hayakawa Japanese language school and cultural centre, Aminjikarai, Chennai.
* Attended JLPT N1.Can **handle JLPT N1 level Kanji.**
* Attended **BUSINESS JAPANESE** course at Hayakawa Japanese language and cultural exchange center FROM January 19th, 2019 to appear for BUSINESS JAPANESE PROFICIENCY TEST in March, 2019.
* **Attained J3 level of proficiency in BJT (Business Japanese Test) exam in December 2019.**

**TRAINING PROGRAMS & EXPOSURE:**

**Completed 30hrs Teacher Training Program conducted by Japan Foundation at ABK-AOTS DOSOKAI, Chennai in September -October 2018.**

* Attended Seminar on Japanese Culture and Special lecture by Japanese Scholars Mr. Kuwajima and Mrs. Kazuko Kuwajima on the topic "The Political, Economic & Social Scenario of Past and Present Japan".
* Attended lecture by Japanese professor Ms. Ryae Hatakayama at the Bengaluru University focusing on "The Cultural contrast between India and Japan".
* Participated in the "Japan Habba", an Indo-Japanese cultural exchange program conducted by the Bengaluru, University.
* Attended workshop on "Japanese teachers training" by Prof. Hata and Prof. Iseda organized by American college, Madurai.

**LANGUAGE SKILLS:**

* **JLPT N2 certification in Japanese Language Proficiency Test (JLPT).**
* Proficient in reading and writing and Japanese.
* Knowledge of kanji's, more than 2000.
* Knowledge in vocabulary and technical terms relating to chemical, medical, legal and accounting industries.
* Ability to translate technical documents retaining accuracy of content.

**KEY DELIVERABLES:**

* Translation and transcription of technical, legal and general documents from Japanese to English and English to Japanese
* Proof reading and reviewing Japanese documents.
* Retyping, editing and restructuring Japanese documents.
* Adequate computer knowledge and English proficiency.
* Prompt delivery of translated documents.
* **Teaching Japanese and training students in Japanese business culture and etiquettes.**