**Resume**

***Ayushi Marwah***

***365B, H-Block; Palam Vihar Gurgaon, India***

***Career Objective:***

***Seeking a dynamic position in an organization which gives me an opportunity to share my knowledge and learn the Japanese culture in order to enhance my knowledge and polish my language.***

***Academic Qualification:***

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| ***Particulars*** | ***Institute*** | ***%*** |
| ***Graduation (B.A. Maths-Eco)*** | ***Jesus & Mary College, D.U.*** | ***50*** |
| ***12th (ISC Board)*** | ***Sophia Girls School, Meerut*** | ***85*** |
| ***10th (ICSE Board)*** | ***Sophia Girls School, Meerut*** | ***78*** |

 ***Professional Qualification:***

* ***Certified Level – 4 Japanese Language Proficient (January 31, 2009).***

***[Mastered the basic elements of grammar, knows around 100 Kanji and 800 words, has the ability to engage in simple conversation and to read and write short, simple sentences]***

* ***Certified Level – 3 Japanese Language Proficient (January 29, 2010).***

***[Mastered grammar to a limited level knows around 300 Kanji and 1,500 words, has the ability to take part in everyday conversation and to read and write short, simple sentences]***

* ***Certified Level – N3 Japanese Language Proficient (January 24, 2017).***

***[Mastered grammar to a pre-Advance level knows around 650 Kanji and 3,750 words,* have the ability to understand Japanese used in everyday situations, and in a variety of circumstances to a certain degree.**

* ***Pursuing Level - N2 Certification in Japanese Language.***

***Work Experience:-***

* ***Working with Corporates as a Freelance Japanese Language Translator, Interpreter and Virtual Assistant for over eight years.***
* ***Teaching English and Japanese to foreign expats as well as locals on freelancing basis.***
* ***Working as a Japanese Assistant Manager in Shindengen India Pvt. Ltd.***
* ***Worked for 2.3 Years in TS Tech Sun Co. LTD as a Japanese Translator and Interpreter.***
* ***Worked in Munjal Showa Ltd for 8 months as a Japanese Interpreter and Translator***
* ***Visited Japan for one month in year 2014 to support technical training.***

***Work Profile:-***

* ***Involved in day to day activities with Japanese.***
* ***Directly in contact with the Japanese Expats***
* ***Scheduling of the meetings.***
* ***Responsible for the administration work related to Japanese.***
* ***Responsible for the technical as well as non- technical translation work.***
* ***Experience in Proofreading Japanese <>English***
* ***Experience in Transcription Japanese <>English***
* ***Responsible for the co-ordination with Japan Team.***
* ***Coordination for FRRO and Visa work for foreign Expats.***
* ***Meetings at the customer end with the Sales Team.***

***Extra-Curricular Activities***

* ***Participated in Japanese cultural classes to know more about the culture.***
* ***Conducted Aerobics classes in college as part of NSO.***
* ***Participated and organized various cultural events (Dance, Debate, Quiz etc.) in school as a coordinator.***

***Personal Details:***

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