Mithra Balasubramanian

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| **CONTACT** | 3/314, Surveyor colony,K.Pudur, Madurai - 625007 | Email: bachimidee@gmail.comPh: 8973374686/8778144634 |
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| **EDUCATION** | **BE EEE** | **Aug 2010 to Apr 2014** |
|  | Velammal Engineering college |  |
|  | **Japanese language Course (N5 to N2)** | **June 2015 to Present** |
|  | Hayakawa Japanese Language School  |  |
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| **WORK**  | **GGS Information Services** | **July 2018 to Present** |
| **EXPERIENCE** | Role: Japanese Technical Writer |  |
|  | Responsibilities* Analyze the **Automobile** related inputs provided by the Japanese customer
* Interact with Japan based customers for the clear understanding of the technical inputs
* **Prepare contents** as per the inputs provided in Japanese language
* Format and align the contents using **Frame maker** (Structured-DITA and unstructured)
* Perform quality checks for Japanese deliverables
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|  | **Amazon.in** | **July 2017 to July 2018** |
|  | Role: Digital Content Associate – Japanese |  |
|  | Responsibilities* To **read, analyze** and report the offers and deals available on various competitors at JP marketplace
* Performing quality checks in **Amazon.co.jp**
* Perform merchandise audit
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|  | **Tata Consultancy Services**  | **June 2014 to July 2017** |
|  | Role: Test Engineer |  |
|  | Responsibilities* **Interact with Product Owners and Business Users** to know the real time usage of UI application
* Creation of test designs, test processes, test cases and test data
* Perform **Functional and Regression** testing when there is a code change
* Report defects, define severity and priority for each defect
* Prepare and share the **status report** of testing activities on a daily basis
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|  | Role: Test Analyst |  |
|  | Responsibilities* Providing estimation for the testing activity
* Evaluate the system in terms of non-functional attributes, e.g. performance and reliability
* Provide testing status in scrum call on a daily basis
* Share the **lessons learnt and best practices** to team
* Conduct a retrospective within team to discuss on what went well and what has to be improved
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| **SKILLS** | Japanese language learner (Currently pursuing N2) |  |
|  | Frame Maker |  |
|  | MS office proficient |  |
|  | Adobe Acrobat DC |  |
|  | Knowledge on retail concepts |  |
|  | Basic knowledge on automobiles |  |
|  | Test case creation |  |
|  | Defect management tools – JIRA and ALM |  |
|  | Job monitoring tool – Control M |  |
|  | Shell scripting |  |
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| **CERTIFICATION** | JLPT N3 Certification  |  |
|  | Accredited Scrum Master Certification for Team Members |
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| I hereby acknowledge that the details mentioned above are true to the best of my knowledge and belief. |
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| **Date:** 7-Oct, 2018 |  | Mithra Balasubramanian |
| **Place:** Chennai |  |  |