Paritosh Sharma

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# **Professional Qualifications**

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| **Year** | **Degree** | **University** |
| 2012-2014 | Diploma A2.3 in the **Spanish** Language  *Equivalent to a* Graduate Diploma *in* ***Spanish*** | Instituto Cervantes, New Delhi |
| 2012 | DELF B1 (**French** Language Examination)  *Equivalent to a* Graduate Degree *in* ***French*** | [Alliance Française](https://www.google.co.in/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&sqi=2&ved=0CCkQFjAA&url=http%3A%2F%2Fdelhi.afindia.org%2F&ei=IKRcU7yoEY3zrQejp4GYDA&usg=AFQjCNGgCZvoMD--6sd_Q-ZXJo4rs1p9xA&sig2=oV655c8QD2LBwCNCGAMP9A&bvm=bv.65397613,d.bmk), New Delhi |

# **Educational Qualifications**

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| **Year** | **Degree** | **University** |
| 2007-2010 | **MA Human Resource Management Degree** | Coventry University, **England** |
| 2003-2007 | **BA (Hons) Business Administration Degree** | Birmingham City University, **England** |

# **Work Experience**

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| **Business English/French Teacher/Trainer**  **Hero Mindmine, Gurgaon**  *July 2015 – September 2015*  I had to teach the **English** language to high-ranking **French** executives over the phone. I taught **English** grammar, pronunciation, etc. Many-a-times, I audited students and judged their current level in English, giving them recommendations on what they should study. I had to use my **French** language skills, as well.  I taught a variety of topics, depending on the needs specified by the students and their employer companies. The topics covered a wide range of subjects, from ‘business administration’ to 'human resources' to 'presentation skills'. |
| **English/French Language Teacher/Trainer**  **Babel Language Masters, New Delhi**  *April 2015 – June 2015*  I taught the **English** language to **French** students over the phone. I taught **English** grammar, pronunciation, vocabulary, etc. At times, I used my **French** language skills, as well.  I made teaching materials, for the students-all serving professionals-on a wide variety of topics, depending on the needs specified by the students and their employer companies. The topics covered a wide array of subjects ranging from 'human resources' to 'speaking on the phone' to 'at the restaurant'. |
| **French Translator**  **Towers Watson, Gurgaon**  *May 2014 - November 2014*  This role of mine required me to translate (and at times edit) **French** language **HR documents**, whether pertaining to HR law or HR practices, into the **English** language. The documents originated mainly from **French**-speaking African countries. I was working as an HR auditor, also. In addition, I taught French lessons. |
| **Editor (Part-Time)**  **Innodata India Pvt. Ltd., Gurgaon**  *December 2013 - December 2014*  In this role of mine I had to edit documents especially in the French language. This was by checking grammar, punctuation, hyphenation and sometimes translating them into English. |
| **French Language Specialist** – Global Payment Options  **American Express Banking Corporation, Gurgaon**  *January 2012 – April 2014*  I was in the Selling Outlet Support Services team. My job was to handle the queries of American Express cheques and gift cards sellers. It is a business to business (B2B) process. I had to fax inventory statements, forms, etc. to sellers. In addition to this, I had to inform them the status of travellers cheques, make call-in remittance payments, etc. I handled **French** as well as **English** calls (and sometimes e-mails) from sellers. I had to deal with a lot of terminology in **French** and decipher the **English** equivalent. I sent faxes of inventory statements, forms, etc. to sellers using the RightFax tool. **I had to talk, type, listen, read and translate in French.** |
| Assistant Manager – **Employee Relations**  **Sequoia Fitness and Sports Technology Pvt Ltd, Gurgaon**  *June 2011 - December 2011*  I worked on talent management and retention, employee relations, grievance handling and engagement activities with the top management. I advise and counsel employees concerning disciplinary issues and investigations. My job responsibilities included:   1. Working with the process heads to evaluate and determine employee retention strategies. 2. Coordinating performance management activities and employee surveys. 3. Being responsible for auditing and maintaining HR processes and policies and ensuring that the policies were amended on a timely basis. 4. Organizing fun/team building activities and encouraging the participation of team members. 5. Being the Single Point of Contact (SPOC) for all the escalations from employees. 6. Conducting exit interviews. |
| Process Associate - **Human Resources Operations (Generalistic)**  **PeopleStrong HR Services Pvt Ltd, Gurgaon**  *April 2010 – May 2011*  I handled the queries of Nokia Siemens Networks (NSN) and Jaypee Associates Pvt Ltd employees related to all the aspects of HR and medical insurance, respectively. This was done through e-mail and phone. In this position, I have gained comprehensive knowledge of documentation, full and final (F and F) settlements, HR policies and medical insurance procedures, respectively. |
| **HR Administration Associate**  **International Office, Coventry University, England**  *March 2008 - October 2009*  I was responsible for maintaining the details of sponsored international students onto a computer database for Coventry University. Used Microsoft Access and ‘Universe’ to maintain this database. Was also involved in the maintenance of the Student Information System.  I was also required to investigate the recruitment processes of Coventry University. I had to collect data on recruitment processes from secondary sources as well as conduct my own primary research. |
| Voluntary Administrator  **Sandwell Metropolitan Borough Council, England (Govt)**  *June 2005 – September 2005*  In the Council, my responsibilities included answering the phone, reorganising the library and dealing with emails. |

# **Other Details**

1. Class XII (International Baccalaureate) from Rabat American School. **Awarded for being the best student in French.**
2. Class XI (IB) from The International School Of Paris.
3. Class X (IGCSE) from The International School Of Paris. **Awarded an A grade in French by Cambridge University.**
4. Recipient of the Coventry University International Merit Scholarship.
5. Graduate Membership of the **CIPD (The Chartered Institute of Personnel and Development), England.**
6. Recipient of the Majid Alsadi Scholarship (Coventry University).
7. One of my poems titled **‘Desert Rain’** was selected by **Poetry.com** for publishing in **‘Letters from the Soul’**, on the internet (2002).
8. **First place** awarded in **NE/SA Maths Competition** at Rabat American School.

# **Strengths/Positives**

1. **Multi-cultural and multilingual - Have grown up in different places in Myanmar, South Korea, France, Morocco and England and I can communicate in English, French, Hindi and Spanish.**
2. **Good organizational skills** to handle a number of tasks simultaneously.
3. I have a balanced combination of **written and oral communication skills**, a sociable and calm temperament, tactfulness, resourcefulness, and team spirit.
4. I have the ability to appreciate suggestions from others for effective functioning. I believe in simplicity, and have patience and diplomacy.

# **Interests**

I like to do modelling, play table tennis, lawn tennis, chess, scrabble, crossword puzzles, swimming, writing poems, listening to music (electronica), travelling and making new friends.

# **References**

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| **Mr. Madhuvan Rishiraj Sharma,**  Professor,  Instituto Cervantes,  48, Hanuman Road, Connaught Place,  New Delhi, Delhi (110001)  Tel: +91-1143681907  E-mail: [madhuvansharma@gmail.com](mailto:madhuvansharma@gmail.com) | **Mr. Tarun Mansharamani**,  Team Leader,  American Express India,  Cybercity,  Gurgaon, Haryana (122002)  Tel: +91-9311775182  E-mail: tarun.mansharamani@aexp.com |