**Personal Details**

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| **Name** | Preeti Ajit Katre |
| **Contact No.** | +91 7760487401 |
| **Email Id** | preetiajitkatre@gmail.com |
| **Languages known** | English, Hindi, Marathi, Japanese, French |
| **Date of Birth** | 9Th July 1991 |

**Professional Profile and Objective**

Preeti has a consistent academic and professional record with zeal to learn new concepts quickly and apply innovative ideas for achieving best results. She is motivated with passion to succeed and excel in the areas of Translation, Interpretation and other processes related to Japanese language. Her language skills have immensely helped her to take up challenges and grow professionally.

**Educational Qualification**

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| --- | --- | --- | --- |
| **Qualification** | **Board/ University** | **Result** | **Year Of Passing** |
| Secondary school certificate | DEMS, Maharashtra State Board | First class with distinction. | 2007 |
| Higher secondary school certificate | Fergusson college, Maharashtra State Board | First class with distinction. | 2009 |
| Bachelor of Science degree (Microbiology) | Fergusson college,Pune university | First Class. | 2012 |

**Japanese Language Qualification**

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| --- | --- | --- | --- |
| **Qualification** | **Board/ University** | **Marks Obtained** | **Year Of Passing** |
| JLPT Sankyu | Japan foundation | 266/400 | 2010 |
| JLPT N-3 | Japan foundation | 129/180 | 2013 |
| JLPT N-2 | Japan foundation | 104/180 | 2013 |
| Diploma course in Japanese | Pune University, Foreign language Department | 232/300 | 2012 |
| Advanced Diploma course in Japanese | Pune University, Foreign language Department | 235/300 | 2013 |

**French Language Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/ University** | **Marks Obtained** | **Year Of Passing** |
| DELF A1 | Alliance Francaise | 95/100 | 2013 |
| DELF A2 | Alliance Francaise | 82/100 | 2013 |

**Experience Summary-1**

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| --- | --- |
| **Company** | Robert Bosch Engineering and Business Solutions Limited |
| **Duration** | July 2013 ~March 2015 |
| **Client** | Robert Bosch, Japan |
| **Designation** | Senior Process Associate |
| **Area of Work** | Account Receivables |
| **Application used:** | SAP |
| **Roles & Responsibilities** | Working together with Japanese counterpart for the monthly Account receivables activities.Co-ordinatating with sales team in Japan for query resolutions and ageing follow-ups.Understanding of the Japanese documents like payment details, Invoices etc. |

**Experience Summary-2**

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| **Currently working with a reputed company as a Japanese Language Translator and Interpreter.****Translation Domain Experience: Mechanical, Hardware, IT, Civil Engineering, Architecture.****Interpretation Experience: Interpretation during technical discussions, Administrative discussions etc.** |

**Skills**

Hardworking, Professional, reliable and responsible.

A team player and contributes individually as well.

**Achievement**

Won a scholarship through extensive screening rounds, to participate in –“The Youth-Exchange Project with Asia-Oceania and North America under KIZUNA (Bond) Project” conducted by “Japan International Cooperation Centre (JICE)” in March 2013.

**Other accomplishments**

Completed 3 exams of classical music from Gandharv Mahavidyalaya.

Completed 5 exams of Bharatnatyam from Gandharv Mahavidyalaya and also completed Arangetram (Graduation performance) in 2011.