

**Email: jasmine5842@gmail.com**

Ritsumeikan University      Interpreted from Japanese to English at Shangri-La Hotel.

## **KEY SKILLS AND COMPETENSES**

- ❖ Highly qualified to make presentations in meeting
- ❖ Highly skilled in word, excel, PowerPoint and Microsoft outlook.
- ❖ Always Follow Up the data and Information that was given to Customers.
- ❖ Able to prioritize work.
- ❖ **Language Known : ENGLISH, HINDI, JAPANESE, BURMESE, NEPALESE.**

### **Projects Undertaken in company**

#### **Centerpoint Tower : Yangon(Myanmar) (Jan2011-Dec 2013)**

##### Duties:

- Retrieving articles from newspaper, magazines and internet and translated them into Japanese, English and Burmese.
- Translation of documents, letters from a foreign language to Japanese and English and Vice versa.
- Providing guidance, feedback and creating customer-specify style guidance.
- Revising more junior translator
- Excellent Japanese and English speaking and writing skills
- Provide guidance to Japanese Customers
- Perform a role of Japanese Tour Guide

#### **Starcity Thanlyin Estate Developing Company :Yangon (Myanmar)(Jan 2014- Oct 2014 )**

##### Duties:

- Develop one's legal and technical skills to ensure the correct data is used.
- Telephone interpreting
- Conducting face-to-face interpreting
- Translation of documents, letters from a foreign language to Japanese, English and Vice versa
- Translation of Construction project, real estate project and Human rights project.

#### **Personal details:**

- Father's Name: U Zaw Zaw
- Mother's Name: Daw Aye Aye Win
- Date of Birth : 31<sup>st</sup> October 1991
- Nationality : Myanmar.
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