**CURRICULUM-VITAE**

## Debabrata Dutta

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**OBJECTIVE & CAREER VISION**

Seeking a career in business operations where I would vigorously apply my strong business and language skills. I am a hard working individual and want to contribute to the growth and betterment of the organization. Professional skills supported with my zeal makes confident in meeting the challenges and expectations of the industry. I am self-motivated, a quick learner and an excellent team player. I have excellent work ethics, and I am team oriented with strong analytical and leadership qualities. .

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**JOB SUMMARY**

Total experience of around 2 **years** 3 months as follows:-

Has around 2 years 3 months experience in Chinese interpretation and Chinese translation, database programming, data analytics, quality methodologies,

* Experience in data quality maintenance, Chinese interpretation and **Chinese translator.**
* Experience in Oracle - Database programming.
* Excellent analytical, logical and programming skills
* Capacity for Work - Meeting Deadlines
* Diagnostic Ability - Ability to go to the core of the problem

**Working in Amazon as Chinese language specialist .**

**Responsibilities – Editing Chinese books and novels , need to check Chinese books and novels if error found inside book , need to mark and make it correct.**

**Previous work- Worked in Oracle as Chinese language specialist for 1 year and 9 months** **.**

**Role-Order administration analyst**,

**Responsibilities – Handled administration work for China country as China is a language based country ,**

**basically provided the language support .**

**EDUCATION:**

Passed 10th exam from west Bengal board 2004

Passed 12th exam from west Bengal board 2006

Graduated in Chinese language from Visva Bharati University 2006-2010

( BA in Chinese language preparatory course Visva Bharati University 2006-2007

BA in Chinese language 1st year Visva Bharati University2007-2008

BA in Chinese language 2nd year Visva Bharati University 2008-2009

BA in Chinese language 3rd year Visva Bharati University 2009-2010 )

**COMPUTING EXPERIENCE:**

* Oracle Applications Modules - Oracle Telesales (OTS)
* Oracle Customers Online (OCO)
* Oracle Discoverer for Reporting
* Global Reference Project (GRP)
* Customized Data Quality Maintenance (DQM) Tools

## EXPERIENCE SUMMARY

**1st Organization: Oracle India Pvt. Ltd**

**Duration:** **July 2010 till march 2012**

**Designation:** **Order Administration analyst *(Chinese and Taiwanese specialist*)**

**Key Responsibilities: *Systems Operations-Data Entry ,Checking and Maintaining Management-APAC Market ( specially for China and Taiwan )***

**Functional exposure *: -*  *Global Financial Service***

***High Quality Customer Service Operation for China and Taiwan .***

**Corporate functions : - Data Entry Checking and maintaining Management**

* **Need to enter software product details purchasing by customer, maintain all the customer details product amount and quantity**
* **Need to chat with china and Taiwan customer for product and support related clarification**
* **Need to call china and Taiwan customer for product and support related clarification**
* **Analyze & process data from Oracle Database. Translate all the address and customer name of china and Taiwan and did the validation .**
* **Customer creations, updates, etc in the Database for china and Taiwan .**
* **Responsible for Clean Up and maintaining a good quality of customers records in the data base for china and Taiwan Data fixed for cities and provinces for Taiwan and China.**
* **Translation for cities and provinces for China and Taiwan .**

**2ndOrganization: - Amazon Development Centre, India**

**Duration:** M**arch 2012 till date**

**Designation:** ***Content Associate -Chinese***

* + Editing Chinese books and novels
  + Need to check Chinese books and novels if error found inside book , need to mark and make it correct.
  + Preparing the report

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| **Personal Details-**  Date of birth 12th October1988  Nationality Indian  Religion Hinduism  Caste General  Sex Male  Marital status Unmarried  Language known English, Hindi, Bengali, Chinese, |

**Strengths:**

* **Got YAR (You are recognized) award thrice from Oracle Corporation during quarter end time for best Performance with best quality.**
* Positive attitude, Team spirit & Hard working
* Strong communication, interpersonal, learning and organizing skills matched with the ability to manage stress, time and people effectively.

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| **Declaration:-**  I do hereby declare that all the above statements are true to the best of my knowledge and if wrong be declined at that moment. |

Date \_ Signature-Debabrata