**CURRICULUM VITAE**

**Kavita Arora**

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OBJECTIVE

To serve with dedication and utilize opportunities to refine existing skills and acquire new ones thus enabling higher professional standards and becoming a better individual.

**QUALIFICATION**

**ACADEMIC**

* Passed 10th from D.A.V. Public School with 78%
* Passed 12th in Commerce Stream from D.A.V. Public School with 80% in 2002
* Passed B.COM(P) from School of Correspondence, DU with an aggregate of 53% in

 the year 2005.

* B.Ed from Maharishi Dayanand University, Rohtak.

# PROFESSIONAL

* Completed Advance Level in Japanese from Mosai Institute of Japanese Language in the year 2006.
* Completed Basic Level with 94% marks and Intermediate Japanese with 87% marks &

 Advance level with 89% marks.

* Cleared JLPT Level 3 in 2005.
* Cleared JLPT Level 2 in 2006 with 62%.
* Completed 2 year Diploma Course in Japanese from Delhi University with 80% marks in 2006
* Completed One Year Post Intensive Advance P.G. Diploma in Japanese from Delhi University. (2011-2012 May) with 77%.

# WORKING EXPERIENCE

* Worked with **Salwan Public School, Gurgaon** as Japanese Faculty-TGT till 31st July, 2011.
* Worked with **Honda Motorcycle and Scooter India Pvt. Ltd(HMSI)** from 15th May, 2006 till 21st July,2010.

Last CTC at HMSI– 4.3 lacs p.a.

* Worked for TCI on a 15 days assignment for Suzuki Incentive Tour at Taj Palace.

**WORK PROFILE**

* Interpretation for Japanese Residents & the various teams visiting India for Technical Support in relation to upcoming New Models as well as for the Existing Models.
* Translation work relating to day to day mails, Specifications, Drawings, Manuals & Presentations for upcoming New Models as well as for the Existing Models
* Coordinates for DCN( Drawing Change Notification) for Purchase Department
* **Worked in the Editorial Board for Company Magazine.**

**COMPUTER PROFICIENCY**

* MS OFFICE (Word, Excel & Power Point).
* Surfing on Internet.
* Can work on Japanese Software.

**ACHIEVEMENTS**

* Visit to Japan under **JENESYS Programme.**
* Received **scholarship by Mitsubishi.**
* Have participated in various activities held in & by **MOSAI INSTITUTE OF**

**JAPANESE LANGUAGE** in the year 2005.

* Represented HMSI in the Supplier Convention as **Master of Ceremony.**
* Attended In-service Teacher Training course at **Japan Foundation, New Delhi**.

**PERSONAL INFORMATION**

**DATE OF BIRTH : 27TH JULY 1984**

**HUSBAND`S NAME : MR. GAURAV MEHTA**

**LANGUAGES KNOWN : JAPANESE, ENGLISH AND HINDI**

**MARITAL STATUS : MARRIED**

 **KAVITA ARORA**