**Mahesh Kumar**

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**3rd Floor Avanti bhawan, near DPMI hospital Ashok nagar, New Delhi**

**Professional Summary:-**

Seeking a challenging position in the functions of Chinese interpretation, translation & business development in a growth oriented organization of high reputation

**SYNOPSIS**

* **I have 5 years of experiece in translation and interpetation Undertook several freelancing assignments as Chinese <> English Interpreter**.
* Able to accurately and idiomatically render from Chinese Mandarin to the target language(s) and vice versa with high degree of precision, without additions, omissions or alterations in meaning/sense of the matter in the source language
* High interest in American, European and Chinese culture, socio-political history, literature and society including Chinese demographic topography, religious practices and traditions
* Proficiency in English, Hindi, Chinese (Mandarin Simplified), and Nepali
* An effective communicator with excellent vocabulary and interpersonal skills willing to provide service through language skill set.

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| **SKILL SET**  Chinese Interpretation  Business development  Documentation  Liaison & Coordination | **PROFILE SUMMARY**   * Qualified Chinese professional with **four years** of experience in **translation & interpretation** * Handled various industries like Tourism, Information technology and Power plant Industry. * Skilled in ensuring maximum customer satisfaction. * An effective communicator with leadership, analytical, problem solving, people management & negotiation skills. * Chinese/English/ Bengali translator with excellent communication and interpersonal skills |

**AREAS OF EXPERTISE**

* **Fluency in oral & written Chinese**
* **Administrative activities of Chinese**
* Familiar with technical Chinese terminologies in tourism, steel, trading and marketing, etc.
* Effective business communication with the Chinese clients and local official

ORGANISATIONAL EXPERIENCE

ORGANISATION SCAN

Red hat. (India Pvt Ltd) LUNIX , pune |W orking as senior advisior Chinese Language expert | Mar 2015-to 2016......

Key Deliverables:

* Liaising between Red hat external stakeholders in China/Taiwan and internal teams in order to effectuate timely and appropriate resolution on issues related with Order Management
* Creating customer accounts, contacts by respective teams and helping sales and contracts to understand the process and collecting data
* Provide Chinese Language orientation courses to newly hired Chinese language resources
* Translation of ordering documents, purchase orders and other related documents from Chinese to English to find non-standard terms and clauses and assisting team-members on the same.
* Extend general support through English, Chinese language skill.
* Provide orientation boot camps to new hires on effective English Business Communication
* Organize assessments post each language training session, assess employees on their verbal and written communication skills
* Preparing reports on performance, development, assessments results and certifications on a daily/weekly basis.

**PREVIOUS ENGAGEMEN**

* As Chinese teacher Key Deliverables:
* Plan and develop instructional materials
* Work collaboratively with authors and management to develop learning specifications
* Conceptualize, author and edit interactive Chinese content
* Consult on content matters pertaining to Chinese educational materials
* Identify errors with print, audio-visual, and/or online content and corrected the same
* Review Chinese instructional materials and made recommendations for revisions
* Manage to synthesize key language instruction trends
* Identify similarities and differences with other Chinese instruction programs
* Devise strategies for the promotion of materials with Chinese teachers
* Develop concepts for promotional materials resonating with Chinese teachers
* Suggest on procuring of new learning materials for students
* **Core Qualifications**

|  |  |
| --- | --- |
| * Patience with children * Ability to handle children in a classroom * Innovative lesson planning * Learning style assessment * Differentiated instruction | * Creativity in teaching lessons * Able to discipline in multiple ways * Effectively work with parents * Interactive teaching/learning * Instructional best practices |

**As a Chinese teacher Experience**

* To give Chinese language tuition for the student in Hyderabad & Pune
* To teach Chinese courses fundamental &advance to students in a Grades
* Provide high-quality Chinese language lesson development and delivery
* Advise co-curricular clubs and activities
* To provide home tuition of Chinese language.
* To taught Chinese language at GLC Patna
* Also selected for M.U. as Chinese faculty.
* To taught Chinese language at Imperium classes pune one year
* **Worked Chinese language trainer and translator at G.D.Goenka Academy**

**EXPERIENCE:-**

* **AS Chinese translator and interpreter**
* Worked two months with SPCO in Odisha as technical interpreter.
* Worked as Guide
* Previous I was working with **GENIE CUSTOMER MANAGEMENT SERVICES PVT LTD (Dell ) PUNE** as Chinese technical analyst translator
* It was an IT company, I was working for DELL, and my work is to analysis Chinese data **translation**

Recently I was working with **CSR Company in Hyderabad as senior associate** Chinese language experts. My work is to provide hospitality for the guest in china. Total work experience five years for good work and growth company I got appreciation latter and awarded.

* Worked with **Red hat** as **Senior Chinese language translator**
* **ACADEMIC PROFILE: -**
* **MBA In international business management Sikkim Manipal University**
* **Foreign Language Skills: Completed B.A in (Chinese) language with 1st division from Sikkim Central University, Sikkim.**
* Selected Chinese government scholarship for the higher education in china.
* Pursuing Hospitality assistant
* Intermediate (10+2) from BSEB, Patna.
* Matriculation (10th) from BSEB, Patna.
* -**Bottom of Form**
* Good computer knowledge and can work on Windows.
* Good communication skill in Chinese to English, Hindi,
* Nepali and regional language of Bihar and Sikkim.
* Done English Fundamental and advance course from Sikkim.
* Participated in Chinese international seminar as well as national seminar.
* Participated in music workshop
* Participated Voluntary blood donation in Sikkim manipal hospital
* Participated in international climate change
* Participated in Chinese international debate competition

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* **Engtonation,Chief Trainer/Instructor for English and chinese**

**Key Deliverables:**

* Plan and develop English and Chinese language course structure (instructional plans), lesson modules, assignments and instructional materials
* Identify weakness of individual students and devise suitable courses depending upon their aptitude and level of language proficiency
* Assess students’ progress by grading papers, tests, and other related assignments
* Providing students a unique immersion-model with the assistance of language tools – audio and visual
* Identify similarities and differences with other English instruction programs
* Provide online tutorial and assistance to students based at remote locations
* Identify linguistic backgrounds of each student and devise course modules accordingly
* Develop concepts for promotional materials resonating with English and Chinese teachers
* **HIGHLIGHTS**
* Assigned duty at Sikkim University of taking regular classes of Chinese for BBA students who had optional papers of Chinese as a subject at college level
* Undertaken several translation assignments that required translating Chinese documents into English
* Undertaken several English <> Chinese translation assignments
* **FREELANCE ASSIGNMENTS**

Extrusions Pvt. (Ltd.), Kharagpur, West Bengal as Chinese Interpreter

* Orient Fans, Kolkata as Chinese Interpreter
* China First Metallurgical Construction India Pvt. Ltd., (中国第一冶金建设印度（私人）有限公司)， IISCO, Burnpur, West Bengal as Chinese interpreter in Jan’10
* China Education Fair, Hotel Hindustan International, Kolkata, as Voluntary Chinese Interpreter

**Employment History:**

* Working as a freelance Mandarin Interpretor at various industries like;
* W.S.Industries, Saint-gobain, Foxconn, Mainette, Asahi Glass India Limited, TGI
* Packaging, Interarch, Hyquib, Opg power plant, Mahindra and Mahindra, Bois technologies,
* Safe corrugated industries, Million Papier, Apollo Tyres, Renault Nissan( Taikisha), Byd Siemens,
* Park felts, ITC(WIMCO NAGAR), Takata, Bharath Granites, Krepton Granites, Ultra Sounds
* (Scrap of Electronic Goods ), Papria ( Leather Goods) Jenny(PP Scrap Dealer), MO Seafood
* Exporter(Shark’s Fin), High Court, Ramachandra Medical University, Samsonite rubber,
* Tenneco, Education Matters , AY Enterprises, FLSmidth, Metco Roofings, Ganges International
* Johnson&Johnson Ceramics, Cethar Vessels Limited, P.R.P Exports & Sri Chakra Tyres,
* ATC Tyres, Wolkem Industries, AVM Industries, Varalakshmi Starches, Mor Alloys, Fimakem,

**Duties & Responsibilities:**

* Report directly to F&B director.
* Ensure a smooth running of the restaurant.
* Managing 13 team members.
* Overseeing F&B events for up to 80 delegates.
* Training and coordinating the team to Intercontinental Hotel standards.
* Planning and Organizing of events and food promotions.
* Providing an excellent service to all guest.
* Up selling to bring more revenue into the department.
* Super Good Films, APC (Schneider), Pigeon, MSPL(Minerals &Sources Private Limited),
* Shastri kakinad corrugated Industry, Wolkem(Sirohi Road

**CERTIFICATIONS**

**Completed following Certificates:**

* Obtained Technician’s Certification from Hewlett Packard (HP Printers and Cameras)
* Diploma in Computer Technology Application from Computer Training Institute, State Youth Centre, Govt. of West Bengal (A+)

**IT SKILLS**

* Possess sound knowledge of Windows, MS Office and Internet Applications

**EXTRAMURAL ENGAGEMENTS**

* Participated in National Conference on *Tea Culture and Science – Special Reference to Present Scenario of Indian* *Tea* jointly organized by Department of Tea Plantation Management and Studies, Sikkim University and Tea Board, India on 9th April, 2013
* Participated in the ‘Third Inter College Debate Competition’ held on the occasion of the Fourth Foundation Day Celebration of Sikkim University at Malbasey, West Sikkim, on 3rd August, 2011, on *Uneducated Youth is the Cause of Backwardness in North East India*, speaking against the motion.
* Obtained first prize as a team in the Second Winter Sojourn (an educational field trip on the topic *Monuments and Cultural Heritage of North East India* conducted by Sikkim University
* Enjoy drawing and painting, reading, hiking and nature-walking, net surfing

**PERSONAL DOSSIER**

Languages Known:-English, Hindi, Chinese (Mandarin),

Nepali

I hereby declare that all the above information provided by me, is true to be the best of my knowledge and belief.

Mahesh Kumar