Pooja Nitesh Mohite

PGDBA.

Rajlakshmi. Ser.No.23/2A, Madhuban Soc 7th Lane,

Old Sangvi, Pune 411027, Maharashtra, India.

Contact No1: +919075095990

: 020-27280121

E-mail:-poojaniteshmohite@gmail.com

Area of Interest: Japanese Language Translation and Interpretation.

Career Synopsis:

* Have 8+ years of rich experience as a Language Expert
* Experts in dealing with Customers; ability to work in Cross Functional teams in Multicultural environment.
* Expertise in Japanese, English, Hindi and Marathi linguistic skills.

**Freelancing Assignment Details**

[Lionbridge Technologies Pvt Ltd](https://www.justdial.com/Mumbai/Lionbridge-Technologies-Pvt-Ltd-Off-Thane-Belapur-Road-Airoli/022P8805142_BZDET)

* Working on Google Product platform.

VJ Translator

* Transcription project for Marathi Language

Ansh Intertrade Private Limited

* Technical Translation.
* Finance Term Translation.
* Agricultural Translation.
* General Translation.

Vinsys IT Services Pvt. Ltd.

* Translation for Company Names and the research for the company information in various fields.
* Requested data translation from Company’s Japanese web site.
* Medical Insurance Translation.
* Bioresearch Translation

View Globally Co Ltd.,

* Mechanical engineering translation.
* Description of various mechanical equipment’s translation.

Maestrotech Systems

* Software Development Translation
* Engineering Services Translation

Clini Apps

* Case study translation for Cancer disease.
* Research paper translation.

Regalix

* Conduct the interviews for the Japanese Language Expert.
* Prepare the interview report.

Cybage

* Translation for Business presentations.
* Create the Japanese Company reports.

**Past experience:**

1. TATA CMC, Pune (Dec2006~May 2009)

* Japanese Language Translator and Interpreter.
* Translation of Technical documents, Mail communications & Standards or procedures.
* Coordinated among cross functional teams at local & global facilities.
* Supported Customer meetings & conferences as Interpreter.
* Successfully completed Bloomberg, Rico & Bridgestone translation projects.
* Basic Japanese Language Training provided to 50 IT professionals at CMC Hyd.

2. Cybage Software Pvt. Ltd.Pune

Sr. Research Analyst. - Marketing Dept.

* Translation of Mail communications, Business reports and websites.
* Coordinated among cross functional teams at local & global facilities.
* Create business presentations.

3. TATA TOYO Radiator Ltd. Pune (May 2014~ May 2015)

Japanese Language Interpreter and Translator

* Assisting Operation Department's VP
* Translating and reviewing technical documents, presentations, contracts, pre-sales related documents, Time study documents etc.
* Planning and executing Kaizen and TPS projects to improve different processes-Making of TPSrelated data and translation.
* Translations of mechanical manuals, designs and mails
* Interpretation of working of machines, company meetings

**Education:**

* MA in English Literature Pursuing

Pune University

* PGDBA in CRM & HRM (2007~2011)

Symbiosis College of Distance Learning, Pune.

* BA in English Literature. (2003~2006)

Pune University.

* HSC (Major Science) (2000~2002)

MIT Junior College, Pune, India.

**Japanese Language Certification:**

* Japanese Language Proficiency Test Level-3
* Business Japanese Proficiency Test (BJT) Level 4
* Diploma In Japanese Language,

Pune University.

* Certificate In Japanese Language,

Pune University.

**Trainings:**

* Manual Software Testing

SQTL Aundh Pune

* Automation Software Testing

SQTLAundh Pune.

**Strength:**

* Effective communications, excellent team player, ease at change adoption & analytical thinking.

**Personal Information:**

* Date of Birth : 24th February 1986
* Nationality: Indian.
* Languages known: Japanese, English, Hindi & Marathi.
* Special Interest: Reading, Traveling & watching movies.
* Passport No : **H4528858**