**Varsha Chipli** 

Mobile No-+91 8105540735  
Email Id- [transaltionv@gmail.com](mailto:transaltionv@gmail.com)

**Professional Summary**

Charming and poised individual performing various duties, including training, interpretation, translation and technical tasks. Known for having terrific customer engagement, Communication skill and thinking outside the box. Offers dynamic service to clients.

**Career Objective**

To enable me to utilize and improve my existing skills in order to meet and interact with an array of people from different backgrounds, in addition to gaining experience and enabling me to leave my individualistic mark behind.

**Certifications**

TEFL (120 HOURS), World TESOL Academy

JLPT N3 (Japanese)

**Professional Affiliation**

Translator for the Global Summit, Tokyo (UN)

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam /Degree** | **Year** | **Name of the Institute** | **University/Board** |
| Bachelors Of Hotel Management and Catering Technology | `2015- 2019 | M.S.Ramaiah College of Hotel Management | M.S.Ramaiah University of Applied Sciences |
| PUC  Arts | 2014-2015 | St Johns High School | NIOS |
| High School Diploma | 2013 | Vibgyor International High School | ICSE |

**INDUSTRIAL EXPOSURE:**

**Freelance Translator- Varsha Translations**

**September 2019- Present**

1. Responsible for translation of technical, IT, medical and hospitality
2. Responsible for providing subtitling services in SRT format.
3. Responsible for ensuring the grammatical and cultural aspects are included.

**Multilingual Talent – Summa Linguae Technologies, Bangalore**

**September 2019 – Feb 2020**

1. Responsible for translation of technical documents from various organizations and providing prompt delivery of the product.

2. Responsible for sourcing possible Japanese talents from various platforms.

3. Assists in performing telephonic interview for Japanese talents.

1. Responsible for assessing talent’s Japanese conversational skills.
2. Provided Quality Analysis for Japanese Voice Over projects

**Guest Relations Agent- The Ritz-Carlton, Bangalore**

**Jul 2019- Aug 2019**

1. Welcomed each new arrival pleasantly and confirmed reservations and identification.
2. Responsible for interacting with Japanese guests and ensuring their stay was comfortable.
3. Responsible for interacting with children and ensuring their safety within the premises.
4. Was given the task to design interactive amenities, activity sheets and games for the Ritz Kids.
5. Was involved in engaging the children with immersive activities around the hotel, outdoor games.
6. Was responsible for designing gifts for children in accordance with their age group as a fond welcome and farewell memento.
7. Sorted mail and other important data upon assistant guest relations manager's absence, promoting quick delivery of all messages to recipients
8. Explained details regarding property, including restaurants, pool area, spa and fitness center to acclimate patrons to resort environment
9. Arranged accommodations and travel plans for visitors and presented updated itineraries
10. Maintained files and records by implementing effective filing systems that boosted efficiency and organization
11. Greeted guests at front desk and engaged in pleasant conversations while managing check-in process
12. Promoted local entertainment and sporting events and offered details to assist patrons
13. Greeted guests upon arrival, offered assistance and answered questions to build rapport and retention
14. Provided guests with above-and-beyond service, including making outside venue reservations and setting up tours
15. Answered multi-line phone system, responded to inquiries and transferred calls to correct departments and personnel
16. Created WOW stories for guests in order to ensure they leave with pleasant and unique memories.

**SUPW - Volunteer at orphanages**

**India**

**SEP 2011 - MAR 2013**

* Was responsible for teaching basic alphabets and numbers to children aged 2-14
* Was responsible in keeping them engaged by playing outdoor games and keeping them stimulated.
* Was responsible for creative writing exercises to stimulate the children's imagination.
* Was responsible for designing first aid boxes along with the children which enabled me to simultaneously educate them on first aid.
* Was responsible for collecting donations for the children.
* Was responsible for their safety during outdoor activities.

**Project Leader - Ramaiah University of Applied Sciences, Bangalore**

**Sept 2018- Apr 2019**

* Created a theme for the project by taking the team member's views into consideration- Happy Paws, a campaign for those who cannot speak for themselves
* Identified the location for the campaign through extensive research and by keeping the team's goal in mind
* Identified potential target clientele through extensive research
* Conducted surveys to gauge the necessity for the event
* Identified the different parameters required to ensure the event is conducted efficiently
* Divided tasks among the team members according to their strengths
* Prepared contingency planning report with possible problems and resolutions clearly highlighted
* Created an official tagline and posters for the event
* Identified possible marketing tools in order to ensure the event would not follow the famous quote 'Out of sight out of mind'.

**Project Leader- Ramaiah University of Applied Sciences, Bangalore**

**August 2017- April 2018**

* Created a theme for the project - Matcha Dry Soup Mix
* Managed team meetings and discussed project’s goals and objectives
* Inspired and coached team members
* Defined responsibilities, duties, and roles of each team member
* Took into account everyone's ideas and combined them for an efficient end product
* Liaised with various department head's to ensure smooth progress
* Conducted market survey to determine the feasibility of the product.
* Conducted trials to identify potential weaknesses and strengths.
* Created a report detailing the progress and finished product.

**Hobbies**

**Learning Languages-** To be able to communicate with different people

**Photography-** Capturing images from different perspectives

**Reading novels**- To broaden my imagination and vocabulary

**Listening to Music**- To understand different perspectives

**Writing-** To put my imagination on paper

**Interests**

Travelling around the city to discover new food joints.

Following blogs to discover events happening around the city.

Blogging about various topics on social media.

**LANGUAGES KNOWN:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Speaking** | **Reading** | **Writing** |
| Kannada | Fluent | Intermediate | Intermediate |
| Tamil | Fluent | - | - |
| Hindi | Fluent | Basic | Basic |
| English | Fluent | Fluent | Fluent |
| Japanese | Conversational | Intermediate( Pursuing certification) | Intermediate(pursuing certification) |

**Skills**

* Multi - Lingual
* Communication Skills
* Good listening skills
* Time management
* Problem-solving skills
* Word processing
* Public speaking
* Keen sense of observation
* Quick thinking

**References**

|  |  |
| --- | --- |
| **Professional Reference** | **Character Reference** |
| **Name:** Abhishek Solomon  **Company**: Ritz Carlton,  **Department:** Front Office, MOD  **Contact Number:** +918383922079 | **Name:** Deeksha Jadesh  **Contact number: +**919916098480  **Email Id:** deekshajadesh@gmail.com |
| **Name**: Madhu Sundaramurthy  **Company:** Summa Linguae Technologies  **Department**: Operations Head  **Contact Number:** +9199803777515  **Email:** madhu.sundaramurthy@summalinguae.com | **Name:** Sneha .M  **Contact number:** +918123088679  **Email id** [sneham@msrchm.edu](mailto:sneham@msrchm.edu) |
| **Name:** Sangeetha V  **Company**: Summa Linguae Technologies  **Department:** Head of Multi- Lingual Staffing  **Contact number-** +919886100344  **Email Id-** sangeetha.v@summalinguae.com | **Name:** Meghana  **Contact number-** +918105357609 |

**Personal details**

**Date of Birth :** 20th June, 1997

**Nationality :** Indian

**Languages:**  Tamil, Kannada, Hindi, English and Japanese

**Address :**  #120, 3rd Main Road, A.G.S Colony, Ananadnagar, Bangalore-24

**Visa Status :** No Visa (eligible for foreign visa)

**I hereby declare that all the above information given by me is true to my best Knowledge.**

**Date 18/8/2020**

**Place** Bangalore