***Yogita Bhosale***

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**OBJECTIVE(S):**

To acquire a challenging position in growth oriented organization where my skills and capabilities can be fully utilized.

**WORK EXPERIENCE(S):**

1. 24-June 2010 to 4-May-2012:

Worked as an Order Administration Analyst (Japan Team, with Japanese as the operational language) for Oracle India Private Limited (Bangalore), a subsidiary of Oracle Corporation (USA).

1. 14-Sep to till Date:

Working as a Interpreter and translator of Japanese Language for TBK India Pvt. Ltd. ( Pune )

**Job Responsibilities**:

* Working in Order Administration (OA Japan POP) Team.
* Booking software License orders, solving issues, processed all types of orders.
* Communication with Japan Oracle counterparts about the doubts or any clarifications on customer information given in the Order Package through chats, e-mails and calls.
* Log all relevant incident/service request details (identify priority and categorization).
* Closing all resolved incidents, other calls, and requests.
* Conduct user satisfaction call-backs as needed.

**REWARDS & RECOGNITION:**

Received 3 times YAR award for Best performance in Oracle.

**ACADEMIC QUALIFICATION(S):**

* Dec 2008: Cleared JLPT (Japanese Language Proficiency Test) Level 3 Exams.
* Dec 2007: Cleared JLPT (Japanese Language Proficiency Test) Level 4 Exams.
* May 2010: Advance Diploma of Japanese Language from Tilak Maharashtra University.
* 2008: Graduation Pune University Pune.(B.Sc)
* 2005: Senior Secondary from Bharti Vidyapeeth(Maharashtra Board)
* 2003: Matriculation Bharti Vidyapeeth (Maharashtra Board)

**SKILL(S):**

* Operating system: - DOS, Window, XP.
* Good command over MS-Office, internet.
* Excellent Written and conversation skill of English and Japanese Language.

**LANGUAGE(S) KNOWN:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SR.NO.** | **LANGUAGE** | **READING** | **WRITTEN** | **SPOKEN** |
| **1** | Japanese | Y | Y | Y |
| **2** | English | Y | Y | Y |
| **3** | Hindi | Y | Y | Y |
| **4** | Marathi | Y | Y | Y |

**PERSONAL INFORMATION:**

1. Date of Birth: 11/03/1988

2. Father’s Name: Mr. Dilip Bhosale.

3. Marital Status: Single

4. Languages Known: Japanese, English, Hindi& Marathi

5. Hobbies: Net surfing and Music

6. Pan card no: ATKPB1955E

7. Nationality: Indian

**INTREST:**

I am a regular visitor of Japanese culture and information centre to watch Japanese movies, Cultural events and to interact with Japanese people so that I can enhance my fluency in Japanese language.

**DECLARATION:**

I declare that the foregoing information is correct and complete to the best of my knowledge and belief; nothing has been concealed or distorted.

Date: -

Place: -(Yogita Bhosale)