

NIKITA KUMARI

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PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with certified proficiency in Japanese (N4 Certified, N3 Pursuing). Experienced in translation, interpretation, and administrative support. Adept at problem-solving, multitasking, and ensuring seamless communication between teams. Looking to contribute my language expertise and organizational skills to a dynamic and growth-oriented company.

EDUCATION

Japanese Language Diploma (N3 Pursuing)

Nihonkai Japanese Language Institute, New Delhi | 2025 (present)

Japanese Language Certification (N4 Certified)

Nihonkai Japanese Language Institute, New Delhi | 2025

Bachelor of Computer Applications (BCA)

Nalanda College, Magadh University | 2017–2020

CGPA: 7.2 / 10

CORE SKILLS

- Japanese Language Proficiency (N3 Pursuing, N4 Certified)
 - Translation & Interpretation
 - MS Office Suite (Excel, Word, PowerPoint)
 - Verbal & Written Communication
 - Analytical Thinking & Problem Solving
 - Administrative & Coordination Skills
 - Teamwork & Collaboration
 - Time Management & Multitasking
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CERTIFICATIONS & ACHIEVEMENTS

- Nihongo Achievement Test (NAT) N4 Certified
 - 1st Position in Dance Competition at Rajgir Fest (State Level)
 - Represented Nalanda District in State-Level Cultural Events
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EXPERIENCE & PROJECTS

- Organized and managed multiple college-level events and cultural activities.
 - Volunteered for community engagement programs promoting language learning and cultural exchange
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LANGUAGES

- Japanese (N3 Pursuing, N4 Certified)
 - Hindi (Native)
 - English (Professional Proficiency)
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INTERESTS

Dancing | Music | Painting | Sketching