Sandeep Kathiria

C/10, Kalptaru flat

Shahibaug, Ahmedabad Email id: kathiria90@gmail.com

Gujarat – 380004 Mobile: +91-7829850850

**OBJECTIVE:** To contribute to the success and expansion of the organization and at the same time grow both personally and professionally by continuously increasing my skills.

**EDUCATIONAL QUALIFICATION**:

|  |  |  |
| --- | --- | --- |
| School/University | Course | Year of passing |
| ARMY SCHOOL,AHMEDABAD | STD X (CBSE) | 2007 |
| KENDRIYA VIDHALAYA,SHAHIBAUG | STDXII(CBSE) | 2009 |
| RAJASTHAN TECHNICAL UNIVERSITY | B.TECH IN MECHANICAL ENGINEERING | 2013 |
| JAPANESE LANGUAGE | JLPT N3,N4&N5 cleared |  |

**Professional Experience**

**Amazon India Pvt. Ltd(Hyderabad)**

**Team: Localization**

**Designation: Japanese Language Expert-Localization**

**Joining date: 04th July 2016-till date**

**Localization Process**

**Roles and Responsibilties:**

* Translating documents from English to Japanese and vice versa.
* Handling meeting with Japanese clients in order to improve process.
* Knowledge of Localization process.
* TT Support-Resolving TTs of localization contribution issues.

**Additional Responsibilities**

* Doing other countries files.
* Doing internal audit for the team to be at 100% in terms of quality internally and externally
* Assigning work load and training new joiners and assisting them in resolving the process issues

**Career Achievements**

* Received positive feedbacks and appreciations from stake holders.
* Recognized by the Managers and Senior Manager for giving in depth knowledge of Japan process.
* Have also learnt the basic process of Localization
* Involved in various process enhancements

**Oracle India Pvt. Ltd.(Bangalore)**

**Team: Project Accounting**

**Designation: Japanese Language Specialist-Project Accounting**

**Joining date: 13th March 2014 – 24th June 2016**

**Project Accounting Process**

**Roles and Responsibilities:**

* Validating customer details.
* Validating contract information.
* Making sure all the necessary details are mentioned in the contract.
* Project accounting deals with the management of Consulting, Global Business Unit (GBU).
* Assigning Cost-rates and Bill-rates for the resources in order to accrue revenue on the project.
* Doing OSSI and ICR funding.
* Generating the invoice and make sure it is interfaced, so that the invoice can be sent to the customer.
* Checking and solving the service portal issues
* Review of Fixed Price (FP) projects, if the revenue recognition is based on percentage of completion.
* Involved in training of new comers
* Funding and base lining the projects for the amount specified in the contracts.
* Adding bill rates to the project.
* Setting up projects as per the requirements new projects in the area of Fixed Price, Time & Material by using Oracle software.

**Additional Responsibilities**

* Maintaining Daily Backlog and work flow (global) reports.
* Assigning work load and training new joiners and assisting them in resolving the process issues.
* Daily/Weekly/Monthly calls with LOB.
* Processing Multi currency revaluation for APAC region which has billing and revenue issues. (Project which are funded in multicurrency).
* Doing internal audit for the team to be at 100% in terms of quality internally and externally.
* Maintaining the request queue and equally distributing them to the team.

**Career Achievements**

* Recognized with the Performance award for working at optimum levels of Productivity and Accuracy for the several months.
* Have been maintained 100 % quality in processing requests and resolving issues.
* Contributed towards team transactions and motivated people to process the requests in a better manner during month end and quarter ends.
* Recognized by the Business Ops Team, PM’s and Directors. Also received positive feedbacks and appreciations.
* Involved in various process enhancements on Oracle R12 app (EAC Report).
* Have prepared Documentation about many sub-process which was reviewed by higher department and same was approved by GPO (Global process owner) as a training material for new joiner and LOB.

Skills-

* Knowledge on MS Office ( Excel , Word and PowerPoint).
* Autocad,Catia (Designing software)
* Knowledge of Oracle application R12.

PERSONAL DETAILS:

Date of Birth : 24th March 1990.

Father Name : Jitendrabhai Kathiria

Interests : Playing Table tennis and listening songs

Marital status : Single

Languages Known : English, Hindi, Gujarati and Japanese

I Sandeep Kathiria hereby declare that, all the particulars stated in the resume, are true to the best of my knowledge and belief.

Regards, Date:

Sandeep Place: Hyderabad