



PROFILE

To be a part of enthusiastic work environment , where I can enhance my knowledge and apply my skills to accomplish organizational goals. Possess strong leadership and communication skills.

CONTACT

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8318239185

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SKILLS

- Project Management
- Problem solving
- Creative
- Leadership
- Team player
- Communication Building

JAHANVI SAXENA

French Language Expert

EDUCATION

Alliance Française De Delhi

May 2020 – Jan 2022

Certified with B1

Certificate in Introductory French Translation

Henry Harvin Institute

Feb 2023 - Aug 2023

Certified with B2

BA Economics And Psychology

Jagran College Of Arts and Commerce (CSJMU)

2017-20

Percentage 65%

PRABHAT SENIOR SECONDARY PUBLIC, SCHOOL

12th (Commerce)

Percentage – 84%

10th

CGPA – 8.6

WORK EXPERIENCE

French Instructor at Self Employed

April 2021-Present

Amazon Development Centre, Bangalore (Aug 2022-Present)

Catalog Associate French

- Review authoritative sources to validate catalog data.
- Browse the site and use search box to look for products.

- Review Amazon Catalog for content quality based on pre defined guidelines and SOP's .
- Thoroughly check product details to ensure accuracy and completeness of the data.

ADDITIONAL SKILLS

Languages : Fluent in English and French

Microsoft Office : Proficient in word, Excel and Powerpoint

Skill : Proficient in public speaking, Quality assurance, Time

Management, Customer Satisfaction, Critical Thinking, Data collection, Data Management and research work.

ADDITIONAL CERTIFICATION

- **Udemy- Microsoft Excel (Excel from Beginner to Advanced)**
- **Google - Foundations of Project Management**
- **Google - Foundations of Digital Marketing**