SHIKHA BHASIN

|  |
| --- |
| Delhi, India 110002 | 9891775969 | bhasinshikha@yahoo.in |

Professional Summary

Exceptional, detail-oriented Japanese language professional with 10+ years of experience in providing translation and interpretation services to multiple businesses. Consistently met client deadlines and exceeded their expectations. Accurately translated Cyber security and Software installation and Maintenance operations project from Japanese to English for Nissan and Mitsubishi. Excellent communication and listening skills. Hold **JLPT N2** certification. Looking forward to enhance my skills in other fields of work requiring bilingual expertise.

Skills

|  |  |
| --- | --- |
| * Expert level proficiency in English and Japanese language * Translation software proficiency * Cultural expertise * Document review * Proper understanding of grammar | * Proficient in MS Office * Problem solving skill * Meticulous * Strong organizational skills. * Accuracy |

* Expert level proficiency in English and Japanese People skills
* Translation software proficiency.
* Cultural expertise
* Document review
* Proper understanding of grammar
* Proficient in MS Office
* People skill
* Attention to detail
* Strong organizational skills.
* Accuracy

Work History

DIGITAL MARKETING & RESEARCH SENIOR ASSOCIATE 11/2020 to 11/2021

Google Operations Center

* Performed secondary research for Japan and other global markets using various tools like Go qualify, CAP UI, Sales force and multiple social media platforms
* Presented the results of complex analysis in easily understandable Excel documents, allowing clients to quickly engage with the findings
* Conducted video conferencing with the stakeholders for Solving of issues, discussions of upcoming projects and for various other updates.

LANGUAGE CERT MANAGEMENT ANALYST (JAPANESE) 09/2017 to 11/2020

Accenture Solutions Pvt. Ltd

* Worked with Silicon Valley based largest search engine giant.
* Performed database research for Japanese market using various tools like sales force and multiple social media platforms
* Presented the results of complex analysis in easily understandable Excel documents, allowing clients to quickly engage with the findings
* Conducted video conferencing with the client for Solving of issues, discussions and update of New Process
* Doing various kinds of translations and Interpretations from JA-EN and vice versa.

SENIOR COMMUNICATION COORDINATOR **(JAPANESE LANGUAGE)** 04/2016 to 08/2017

NEC Technologies India Pvt. Ltd

* Doing Translation of various Documents such as software manual, user guide, contract, legal document and Emails from Japanese to English and vice- versa.
* Worked on various translation projects such as:

NSSMC: Translation project on Cyber security

MMKI: Translation project on various software installation and maintenance operations

HSAN (High Speed Access Node): Translation project on next generation OLT device

SDE (System Director Enterprise): Translation project on software application development

* Doing tool translation of various documents
* Working on software's like SDL Trados studio, Bugzilla and DITA
* Working with translation quality of standard ISO17100
* Doing interpretation for various projects

Trainings attended:

* Technical training conducted by the senior members that covered various topics such as SDLC, Big data, Cloud computing, IoT, Biometrics etc.

SENIOR CATALOG QUALITY ANALYST (JAPANESE) 12/2012 to 03/2016

Wize Commerce India Pvt Ltd

* Doing Translation of various Documents and Emails from Japanese to English and vice- versa
* Conducting Video conferencing with Japan office for Solving of issues, Discussions and Update of New Process
* Writing Advertisements for various products for Google jp and Yahoo jp sites(SEM Operations)
* Mapping the Seller product category according to the Nextag product catalog and Classifying various products into proper categories and nodes
* Maintaining and Monitoring the Quality of Catalog of our price comparison shopping site in Japan through various processess
* Reviewing the keywords and deploying them on google jp and yahoo jp site
* Working on the non compliance policy of Google jp and Yahoo jp

ASSISTANT MANAGER (**JAPANESE INTERPRETER AND TRANSLATOR)** 04/2012 to 12/2012

ROKI Minda Co. Pvt Ltd

* Doing Interpretation from Japanese to English and vice-versa
* Doing Translation of policies, documents, emails and manuals from Japanese to English and vice- versa
* Conducting Tele conferencing with ROKI Japan for Solving of issues, Discussions and Update of New Process
* Conducting meetings & preparing Minutes of Meeting

**EXECUTIVE (JAPANESE INTERPRETER AND TRANSLATOR) Production Deptt** 06/2011 to 03/2012

Jtekt Sona Automotive India Ltd

* Doing Interpretation from Japanese to English and vice-versa
* Doing Translation of documents, emails and manuals from Japanese to English and vice- versa
* Conducting Tele conferencing with JTEKT Japan for Solving of issues, Discussions and Update of New Process
* Working on Oracle E-Business Suite and Putting Requisitions, Releases, Move orders, and various kinds of Indents
* Providing the support to the new associates and resolving their issues
* Providing detailed training to new joinees
* Ensuring that each associate completes the allocated job in time
* Maintaining 5s

JAPANESE LANGUAGE TRAINER 05/2010 to 06/2010

Delhi Airport

* Worked as Language Trainer at Delhi Airport for the Common Wealth Games
* Teaching Japanese Basic conversation
* Teaching about the Japanese culture

Education

**PROFESSIONAL**

Advanced level of Japanese Language 2009-2012

* Nihongo Center by Nasukawa

**BACHELOR’S DEGREE**

Bachelor of Arts (Honors) English

* University of Delhi 2006-2009