


Jatin Meena

 New Delhi , Rohini-110085

 Jatinkhurana350@gmail.com

 +91 8368623622

 [LinkedIn:www.linkedin.com/in/contactjatinmeena](https://www.linkedin.com/in/contactjatinmeena)

Career Objective

Aspiring Analyst with a strong foundation in data interpretation, research, and multilingual communication. Eager to contribute analytical thinking, cross-cultural insights, and problem-solving skills to a dynamic organization. Committed to continuous learning and delivering impactful, data-driven solutions in global business environments.

Professional Summary

Detail-oriented and analytical undergraduate with JLPT N3 certification and a passion for problem-solving. Strong communicator with demonstrated experience in research, translation, and project work. Adept at using Microsoft Excel and PowerPoint for data analysis and presentation. Committed to continuous learning and thriving in dynamic, global environments.

Education

BA Hons. English – Delhi University (School of Open Learning)

2022 – Present (*Expected Graduation: 2025*)

12th Grade – CBSE Board, Delhi (2022)

10th Grade – CBSE Board, Delhi (2020)

Japanese Language Studies – Team language studies, Delhi

Skills

Languages:

- Japanese (JLPT N3 – Fluent in reading, writing, and speaking)

- English (Fluent)

Technical & Software Skills:

- Microsoft Excel (Intermediate – Pivot tables, VLOOKUP, data visualization)
- Microsoft PowerPoint & Word (Intermediate – presentation creation, documentation)
- Front end : Html, Css, Js, react.js

Analytical & Research Skills:

- Strong qualitative and quantitative reasoning
- Experience in compiling, organizing, and interpreting data
- Skilled in synthesizing findings into actionable insights
- Familiar with secondary research methods and case analysis

Soft Skills:

- Excellent communication and presentation skills
 - Cross-cultural sensitivity and collaboration
 - Self-motivated, quick learner, and team-oriented
 - Thrives in deadline-driven and high-pressure settings
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Projects & Experience

Mock Business Research Project (Self-Initiated)

- Conducted a market research study on Japanese anime popularity in India using online surveys and secondary data
- Analyzed findings in Excel and created a professional report and presentation

Freelance Translation Practice

- Translated Japanese articles, anime scripts, and song lyrics for personal growth and skill development
- Maintained high accuracy and cultural relevance in translations

Language Exchange

- Participated in online Japanese-English conversation sessions
 - Improved real-time interpretation and cross-cultural communication skills
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Certifications

- **Japanese Language Proficiency Test (JLPT) – N3 Level**
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Interests

- Japanese culture and literature
- Global economics and business analysis
- Data visualization and storytelling