TATYANA KUMAR

## Mob.: +91 9136002051 e-mail: [tatyana.kumar@gmail.com](mailto:tatyana.kumar@gmail.com)

**Summary:** Intend to build career as Japanese language expert to excel in professional field through exploration of my language skills. I worked as **Japanese Language Teacher** for 1 year at BKC International House (School of foreign languages), Moscow and have been practicing the language for 5 years and hold latest **JLPT N3** certificate (Jan, 2015), B.A. in Japanese language from JNU.

## Professional Experience

1. AIR (All India Radio), New Delhi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nov’ 15 – Present

Job type: freelance

Role: Announcer, News reader and Translator

Job Profile:

* Translation of news from English into Russian
* Preparation of informative and musical programs for broadcasting on air
* Running programs and news reading on air

1. Russian Centre of Science and Culture, New Delhi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Apr’ 12 – Aug’15

Job type: freelance (Contract)

Role: Translator &Teacher of Russian Language

Job Profile:

* Teaching the Russian Language to individuals and group
* Translation from English into Russian and vice-versa
* Preparation & performance in various cultural programs
* Preparation of study materials

1. BKC International House (School of Foreign Languages), Moscow\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sep’ 10 – Jun’ 11

Job type: freelance

**Role: Teacher of Japanese Language**

Job Profile:

* Teaching Japanese language to individual, beginner and elementary groups for multilingual auditory with communicative approach of teaching
* Preparing original teaching materials to work with students
* Making public presentation to show and promote the communicative approach of teaching

1. BKC International House (School of Foreign Languages), Moscow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Feb’10 – April`11

Job type: full time

Role: Business Relationship and Administration Manager

Job Profile:

* Management of scheduling of foreign teachers and consolidation of teachers’ working hours
* Negotiating with the companies, preparing contracts for corporate training
* Daily News portal updating on the website & interpretation of documents
* Participation in exhibitions and presentations for promotional purposes
* Organizing and conducting recreational activities, club activities in foreign languages in promotional purposes

## Certifications

|  |  |  |
| --- | --- | --- |
| **Certificate** | **Organization** | **Year** |
| 日本語能力試験 **The Japanese Language Proficiency Test (N3)**  The Professional Development for LOTE (Language other than English) Teachers  Advanced English (course of advanced general English) | The Japan Foundation  BKC-IHWO, Moscow  BKC-IHWO, Moscow | 2015  2011  2011 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject / Specialty** | **Board / University** |  | **Year** |
| **B.A. in Japanese Language** | Jawaharlal Nehru University, New Delhi |  | 2016 |
| Teacher of Foreign Languages (Graduate) | Capital Institute of Foreign Languages, Moscow |  | 2011 |
| **Japanese Language and Japanese History** | Institute of Oriental Studies, Moscow |  | 2009 |
| Higher Secondary Education (10+2th) | Gymnasium No.2, Chekhov, Russia |  | 2006 |
| Secondary Education (10th) | Gymnasium No.2, Chekhov, Russia |  | 2004 |
|  |  |  |  |

**Education & Qualification**

**Languages**

|  |  |  |  |
| --- | --- | --- | --- |
| **Russian** | **Japanese** | **English** | **Hindi** |
| Native | Advanced | Advanced | Beginner |

**MS office and other applications**

MS Office (Excel, Word, PowerPoint, Outlook), Open Office, Thunderbird, 1C, Skype and other Windows applications.

**Personal Details**

Residential & work Permit in India: Yes (OCI-Overseas Citizen of India)

Nationality: Russian

DoB: 17.07.1989

Marital Status: Married

Current Location: New Delhi, India

Address: C/o- Shashi Kumar

794, E2, Vasant Kunj, New Delhi-110070, India