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| VIRENDRA ADHIKARI  **(JAPANESE BILINGUAL PROFESSIONAL)** |

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| EDUCATIONSchool of Open Learning, University of Delhi 2001 - 2007  Bachelor’s in commerce WORK EXPERIENCEMusashi Auto Parts India Limited [Senior Interpreter / Translator] November-19 ~ Present Date   * Interpretation during regular / non regular meetings with customer, suppliers. * Administrative Support to Japanese Expats. * Translation of Technical or non-technical contents  Hitachi Zosen India Private Limited [ Assistant Manager] August 16 – October 19   * Interpretation / Translation assistance to Local Members * Administrative Support to Japanese Nationals (Permanent Advisors or Business Traveler’s) * Translation of Technical or non-technical contents  Honda Cars India Limited [Senior Executive] May 13 – July 16   * Interpretation assistance to Quality Department. * Part of Supplier’ audit * Administrative Support to Japanese Nationals (Permanent Advisors or Business Traveler’s) * Translation of Technical or non-technical contents  Maruti Suzuki India Limited [Junior Executive] Feb 10 – Apr 13   * Interpretation / Translation work at Plant Level for various manufacturing sections such as production, quality, engineering, purchase, production planning & Control. * Administrative Support to Japanese Nationals (Permanent Advisors or Business Traveler’s)  Honda Express Logistics India Limited [Executive] Jan 09 – July 09   * Administrative Support to Japanese Expats and language assistance * Translation of documents such as emails, specification.  Sakura Tours Private Limited Dec 06 – Dec 08   * Escorting Guest during their travel to India (Language Support) * Office work (Making Quotation, Travel Arrangements)  OBTAINED **SKILLS** # Japanese Language Certification N2 Certified  # Computer Skill Microsoft Office PURSUING **SKILLS** # META FRONT END DEVELOPER COURSE BY COURSERA  # BASICS OF PYTHON PROGRAMMING FROM UDEMY. |

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