

Sonia

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Career Objective

To secure a position where my existing skills in the field of Japanese Interpretation & Translation and Purchasing & Procurement can be utilised by a progressive and innovative company.

Work Experience

Organization	Details
Honda Cars India Ltd., Greater Noida (July 2010 -Oct 2016)	Worked as an Assistant Manager and Team Leader in Purchasing Department of R&D. Job Responsibilities: -Managing the team for part procurement for Japan,Thailand, Brazil etc. which includes co-ordinating with various suppliers -Managing the team for Exporting of parts to the requested countries, Japan, Thailand, etc. -Event Management for new prototype cars -Looking after the contracts for new vendors and renewal of old contracts -Supporting Japanese staff in their day to day work by interpreting in the meetings. -Translating the mails and other related documents from Japanese to English and vice versa.
FCS Software Solutions, Noida (September 2008 - July 2010)	Worked as a Japanese Language translator, software tester and QA for a japanese e-learning program. The e-learning programs were being made for a pharmaceutical company. The clients were based in the US and Japan. Job Responsibilities: -Worked on all the aspects related to software testing (visuals and voice), QA and translation from the alpha testing phase till the final release. Interacting with our Japanese clients over the phone and through e-mail and IM. -Translating the English process into Japanese and save it in XML format and then collaborate with the clients over the reviews.
Ishan Herbotech International, Greater Noida (August 2008 - January 2009, Part Time)	Worked as a Japanese Language interpreter and translator. Job Responsibilities: -Writing and talking to the customers in Japan and translating their e-mails and telling them about the company's herbal products and profile and finding business for this organization.
FCC RICO, Manesar (Near Gurgaon)	Worked as a Japanese Language interpreter and translator. Job Responsibilities: -Worked with Quality and New Product Development Department related to

(March 2008 - July 2008)	manufacturing and development of Clutches.
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Academics

Qualification	Institute/University	Specification
Japanese Language Course	MOSAI (3 Years)	Pursuing N-2 JLPT (Level 3) - 2006
Bachelor in Tourism Studies	IGNOU, Delhi	2004
Higher Secondary	CBSE, Delhi	2001 (Arts)

Computer Skills

Applications	Microsoft Office, Google Drive, LibreOffice
Operating Systems	Windows, Linux openSUSE

Personal Particulars

Father's Name	Mr. Gulshan Kumar
Date of Birth	23-July-1979
Languages Known	English, Hindi, Japanese, Punjabi
Nationality	Indian
Gender	Female
Marital Status	Single
Hobbies	Music, Reading

References

- References will be made available on request.

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