**CURRICULUM VITAE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | **Mahesh L Nebhwani** | | | | | |
| Experience | **1985 -1990**:  Worked as a store manager in Casablanca (Morocco) where the languages spoken are French & Arabic.  **Highlights**  **1.**  Responsible for Sales Promotional activities **2.** Ensuring target achievement **3.** Maintaining from day to day accounts in English and French **4.** Handle all merchandising, inventory control, ordering, cash control, and maintenance functions. **5.** Supervised and motivated employees.  **1990 -1999:** Worked as a Finance Director in a company “Maiday” in Casablanca (Morocco).  **Highlights**  **1.**  Instrumental in adding new brands to the business such as SANYO etc.  **2.** Prepare price quotations and government tenders; advise on delivery and order specifications.  **3**. Process orders, credit memos, letters of credit, substitutions, return authorizations and product complaints **4.**  Maintain extensive written, verbal and fax communications with overseas customers and dealers; provide product and delivery information. **5.**  Ensure proper and timely filling and delivery of each order; resolve collections problems and account discrepancies. **6.**Translated all documents from French to English **7.**Realization of procedures for custom clearance **8**.Treatments of orders and notes of credit  **1999 - 2007**: Managing Partner of a Firm: “**Diffusion Shiva**” in Casablanca (Morocco).  **Highlights**  **1.** Firm into activity of importing various watch brands such as Titan, Timex, Maxima, Pulsar, etc for the purpose of local trade  **2.** In charge of processing orders on time and preparing price quotations for clients.  **3.** Preparing the watch collection for customers for each region in Morocco    **2008 - 2009**: Senior Executive French (customer care service in French voice process) for “AOL Canada (Aegis)” (America Online)    **Highlights**:  **1.** Registration of new members for internet **2**. Billing (concerning billing issues regarding internet accounts) **3.** Technical help in solving technical issues related to internet connection for broadband and dial-up **4.**  Saves process  Part time (freelance):  French Translation, Proof reading Online, Editing documents in French for several companies in India.   * + Bits Private Limited - Bangalore   + Indegene Life systems, Pvt Ltd El Dorado Academy   + ValuePointKnowledge Works Bangalore   + Feenix Language Solution Bangalore   + Galaman Multi Lingual Translation Company Bangalore   + IEFL Institute of English and Foreign Languages Hyderabad   + Lingua Mart Pvt Ltd Delhi   + AIG(American Insurance Group) Bangalore   + Wipro Bangalore   **2009-2010:**  Employed as **Senior Executive French** (customer care service in French voice process) for “**AOL Canada (Aegis)**” (America Online) till the mid-august 2010.  **Highlights**:  **1**. Attending to English calls as well  **2**. Interviewing of new hires (in French)  **3**. Quality control of other French consultants calls  **2010-2014( currently working)**  **Highlights**:  **1**. Marketing of phone applications for smartphones (all OS’s) | | | | | |
| Languages  Known | (Written): **French, English**  (Spoken): **French, English, Spanish, Hindi, Sindhi & Arabic** | | | | | |
| Educational  Qualification | **Degree / Grade/Diploma** | | **University/Institution** | | | **Year of passing** | |
| Diploma in French B2 | | Alliance française de Bangalore (Bangalore, India) | | | 2014 | |
| Office automation and secretariat | | Brevet de technicien superieur (French graduation) Casablanca, Morocco | | | 1983-1985 | |
| Grade 8 - Grade 10 (SSLC) | | St. Germain High School (Bangalore, India). | | | 1980-1983 | |
| Grade 1 - Grade 7 | | Charles De Foucauld. (FRENCH SCHOOL )Casablanca, Morocco) | | | 1972-1979 | |
| Key Skills and Abilities | * Expert in French language. * Mastery of Microsoft Office programs (Word, Excel, PowerPoint) * Team-Player with excellent communication skills * Motivated self-starter with a strong desire to learn * Flexible, reliable and dependable hard-worker * Professional appearance, attitude and demeanour | | | | | |
| Personal  Details | D.O.B.: 12th February 1965 | Sex: Male | | | Marital Status : Married | |
| Address:  Flat No. 104, 'A' Block, Ranka D.Paradise, Frazer Town, Bangalore 560005. | | | Contact:  Mob: +91 9972940924  E-mail: maheshnebhwani@gmail.com | | | |

All information furnished above is true to the best of my knowledge.

**(MAHESH. L.NEBHWANI)**

Place: Bangalore.

Date: 31ST October 2014