**CURRICULUM VITAE**

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| 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)  |
| LanguagesKnown | (Written): **French, English** (Spoken): **French, English, Spanish, Hindi, Sindhi & Arabic** |
| EducationalQualification | **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
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| Personal Details | D.O.B.: 12th February 1965 | Sex: Male | Marital Status : Married |
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All information furnished above is true to the best of my knowledge.

 **(MAHESH. L.NEBHWANI)**

Place: Bangalore.

Date: 31ST October 2014