Mithra Balasubramanian

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| **CONTACT** | 3/314, Surveyor colony,  K.Pudur, Madurai - 625007 | | Email: [bachimidee@gmail.com](mailto:bachimidee@gmail.com)  Ph: 8973374686/8778144634 |
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| **EDUCATION** | **BE EEE** | | **Aug 2010 to Apr 2014** |
|  | Velammal Engineering college | |  |
|  | **Japanese language Course (N5 to N2)** | | **June 2015 to Present** |
|  | Hayakawa Japanese Language School | |  |
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| **WORK** | **GGS Information Services** | | **July 2018 to Present** |
| **EXPERIENCE** | Role: Japanese Technical Writer | |  |
|  | Responsibilities   * Analyze the **Automobile** related inputs provided by the Japanese customer * Interact with Japan based customers for the clear understanding of the technical inputs * **Prepare contents** as per the inputs provided in Japanese language * Format and align the contents using **Frame maker** (Structured-DITA and unstructured) * Perform quality checks for Japanese deliverables | | |
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|  | **Amazon.in** | | **July 2017 to July 2018** |
|  | Role: Digital Content Associate – Japanese | |  |
|  | Responsibilities   * To **read, analyze** and report the offers and deals available on various competitors at JP marketplace * Performing quality checks in **Amazon.co.jp** * Perform merchandise audit | | |
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|  | **Tata Consultancy Services** | | **June 2014 to July 2017** |
|  | Role: Test Engineer | |  |
|  | Responsibilities   * **Interact with Product Owners and Business Users** to know the real time usage of UI application * Creation of test designs, test processes, test cases and test data * Perform **Functional and Regression** testing when there is a code change * Report defects, define severity and priority for each defect * Prepare and share the **status report** of testing activities on a daily basis | | |
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|  | Role: Test Analyst | |  |
|  | Responsibilities   * Providing estimation for the testing activity * Evaluate the system in terms of non-functional attributes, e.g. performance and reliability * Provide testing status in scrum call on a daily basis * Share the **lessons learnt and best practices** to team * Conduct a retrospective within team to discuss on what went well and what has to be improved | | |
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| **SKILLS** | Japanese language learner (Currently pursuing N2) | |  |
|  | Frame Maker | |  |
|  | MS office proficient | |  |
|  | Adobe Acrobat DC | |  |
|  | Knowledge on retail concepts | |  |
|  | Basic knowledge on automobiles | |  |
|  | Test case creation | |  |
|  | Defect management tools – JIRA and ALM | |  |
|  | Job monitoring tool – Control M | |  |
|  | Shell scripting | |  |
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| **CERTIFICATION** | JLPT N3 Certification | |  |
|  | Accredited Scrum Master Certification for Team Members | | |
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| I hereby acknowledge that the details mentioned above are true to the best of my knowledge and belief. | | | |
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| **Date:** 7-Oct, 2018 | |  | Mithra Balasubramanian |
| **Place:** Chennai | |  |  |