***Curriculum-Vitae***

**NAME**: Ms. MADHURA OAK

**ADDRESS**:

1506/A-Wing, Mount Everest Towers, Bhakti Park,Wadala(East),

Mumbai- 400 037.

INDIA.

**CONTACT DETAILS :**

Mobile: +91-9820314907

Email: mdo679@gmail.com

**EDUCATIONAL QUALIFICATIONS**:

* Bachelor of Arts (B.A) in Economics

 from University of Mumbai

* Certificate course in Basic French (Level 1) completed

from Alliance Francaise de Bombay

* Certificate course in Intermediate French (Level 2)

 completed from Alliance Francaise de Bombay.

* Certificate course in French (Level 3)

 completed from Alliance Francaise de Bombay.

* Diploma in French Language from Alliance Française de Bombay

 **(B2-Level as per the European Council)**

* Attended a French translation workshop at Alliance Française de Bombay.
* Completed Advanced diploma course in French from University of Mumbai.

* Completed Diploma in Commercial and Business French(DFP B2)

 **(Certified by Chamber of Commerce and Industry in Paris)**

  **CURRENT OCCUPATION:**

Working as a Freelance Translator since last two years.

 **PROFESSIONAL EXPERIENCE:**

 (April 2012-September 2012)

* Worked as French Translator at **Cognizant Technology Solutions,Mumbai.**

Job profile:

* Translation of technical specifications and knowledge transfer documents, documents and e-mails from French to English and English to French.

* Worked as member of the French Response team for on-spot translation of tickets that consist technical information or queries.

* Conduct Basic French language corporate training for IT professionals.

         (Sept. 2009- December 2010)

* Worked as French translatorat **Atos Origin India Pvt.Ltd,Mumbai**

 Job profile:

* Translation of technical specification documents, end-user documents

 and e-mails from French to English and English to French.

 (January 2009- September 2009)

* Worked as French translator at **Capgemini India Pvt.Ltd .,Mumbai**

Job profile:

* Translation of technical and functional specification documents

 and e-mails from French to English and English to French.

* Conduct basic French language corporate trainings for software engineers travelling to France.
* Proofreading translated documents, maintaining and updating glossaries.

 (March 2008- October 2008)

* Worked as a French language professional **at Wockhardt Pharma Pvt. Ltd.,BKC, Mumbai**

Job Profile:

* Translated documents relating to finance and pharmaceutical business processes,technical and SAP documents (FI-CO,SD,MM,WM).Translated content relating to prescribing infromation/instruction and well-versed with the Pharma terminology.

* Worked onsite at Negma Laboratories in **Velizy, France**

 to facilitate communication between French users

 and the Indian technical team as a part of Wockhardt’s

 SAP implementation project in France.

* Conducted Basic French language corporate trainings

 for software engineers travelling to France.

 (March 2007-May 2007)

Worked as Customer service associate at **Intelenet Global Services,Mumbai**

in for HDFC Life Insurance process.

Job Profile: Attending to customer queries regarding Insurance policies,

 policy status, premium,NAV, policy lapse etc.

 (October 2006-December 2006)

* Worked at the **Consulate General of France, Mumbai**

Position: Assistant (Visas)

 (March 2005-May 2005)

Worked as Customer service associate at **WNS Global Services,Mumbai**

for an airline process viz. "Air Canada".

 (April 2001- November 2001)

* Worked as a Reservations and customer service executive at **Hotel Leela Kempinski, Mumbai**

Job Profile : Reservations executive

**COMPUTER PROFICIENCY:**

Knowledge of Operating Systems: Windows 98/2000/XP/Vista.

Well-versed with MS Office (Word,Excel,Powerpoint,Outlook.)

**LANGUAGES KNOWN:**

English, French, Hindi

Marathi

**PERSONAL INTERESTS:**

Reading, Photography and Travelling.