## C/O DF1 Hansa Vandana, opposite to GGN Matriculation, Naidu Shop Road, Radha Nagar, Chrompet Chennai - 600044

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#### *Career Objective*

To explore and excel a career in Spanish.

#### *Work Experience*

* Worked as a Data Analyst - Spanish Translator with Urjanet.
* Worked as a Spanish Translator with TeamLease (at Capgemini client location).

#### *Job Profile*

Urjanet (Nov 17 – Apr 18):

* Translated Utility bills (Electricity, Water, Gas, Sewer, etc.) from Spanish to English.
* Did Market Research and Utility Analysis for Spanish Speaking Countries.
* Collected all the utility data's like Tariff Plans, enrollment details, service details from Spanish client’s websites and various sources.
* Coordinated with Developers for Spanish Bill Template Creations and assisted in template creation.
* Processed the Spanish utility data's to the clients.

TeamLease/Capgemini (Dec 2016 – Oct 2017)

* Translated different types of documents like Technical functional process descriptions, knowledge transfer process, user instruction manuals, interface specifications, business rules, architecture and design documents etc. from Spanish to English and vice versa.
* Coordinated with testing and development team and provided Spanish support. e.x. assist in preparing business rules for reverse engineering.
* Be a part of the project kickoff calls with the onshore team.
* Trained team members on Basic Spanish.

#### *Key Competencies developed:*

* Excellent interpersonal skills. engagement and management skills.
* Taking ownership and attention to detail.

#### *Academic qualification*

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| --- | --- | --- | --- | --- |
| **School/ College** | **Main subjects** | **Examination passed** | Percentage | Month/Year of Passing |
| Instuto hispania | Spanish C1 | Spanish C1 | 93% | Mar 2018 |
| Instuto hispania | Spanish B2.2 | Spanish B2.2 | 93% | Dec 2017 |
| Instuto hispania | Spanish B2.1 | Spanish B2.1 | 90.8% | Sep 2017 |
| Instuto hispania | Spanish B1 | Spanish B1 | 74.48% | Dec 2014 |
| Instuto hispania | Spanish A2 | Spanish A2 | 68.8% | Sep 2014 |
| Bangalore University | Spanish Certificate | Spanish Paper 1 | 82 % | June 2013 – May 2014 |
| St. Francis College for Women, Hyderabad | Biochemistry/  Chemistry/  Zoology | B.Sc | 60.2% | January 2008 |
| Manipur Public School,Imphal | Biology/  Physics/  Chemistry | CBSE | 72% | March 2004 |
| Maria Montessori School,Imphal | Mathematics/  Science/  English | CBSE | 69.8% | March 2002 |

#### *Technical Skilla*

* **MS EXCEL**
* **MS WORD**
* **POWER POINT**

#### *Languages Skills*

* Spanish,English, Manipuri, Hindi