

Prachi Kaku

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Date of Birth – 5th March 1988

Contact No: 9833916619

❖ Career Summary

- ✓ 6 years of experience as a French and Spanish freelance translator, interpreter and corporate trainer catering to clients across all geographies
- ✓ 5 years of corporate experience as a French and Spanish translator and trainer
- ✓ Delivered all projects without breach in deadlines
- ✓ Proficient with MS - Word, MS - Excel and MS - Power point

❖ Freelance Translation Experience

- ✓ 6 years of French <-> English & Spanish<->English document translation experience with projects involving MNC's and government organisations across all geographies and various sectors including IT, Telecom, Mining, Legal, Pharmaceutical, Medical, Contracts & Agreements, Finance & Accounts, Manufacturing

❖ Freelance Training Experience

- Roles & responsibilities
 - ✓ Provided French and Spanish language training to working professionals covering various industries like IT, Manufacturing, Finance etc.
 - ✓ Provided French and Spanish language coaching to school and college students on an independent basis
- Projects undertaken
 - ✓ 3 months classroom training covering basic level French language to manager and above level professionals of Capgemini to improve client communication

❖ Professional Experience

- Accenture Pvt. Ltd – June 2014- March 2015
French Language Expert

- Roles and responsibilities
 - ✓ Provided French to English and vice versa translation of functional and technical specification documents, business critical ad-hoc client issues, management reports
 - ✓ Provided end to end French language training to more than 50 professionals to enable them to better engage with French clients
 - ✓ Designed the course and notes for reference

- Capgemini Pvt. Ltd – January 2012- February 2014
French & Spanish Language Expert

- Roles and responsibilities
 - ✓ Provided French to English and vice versa translation of functional and technical specification documents, business critical ad-hoc client issues, management reports, business documents including training catalogue, RFP's, high level contracts, manual and user guides, visa files
 - ✓ Provided end to end French & Spanish language training to a project team to enhance their turnaround time
 - ✓ Designed the course and notes for reference

➤ **Dharni Sampda Pvt. Ltd** - July 2010 – December 2011
French Language Expert

• Roles and responsibilities

- ✓ Provided French to English and vice versa translation of geological and mining reports, permits, business agreements & contracts of mining industry, balance sheets of various companies, visas, e-mails

❖ Other Activities & Projects

- ✓ Worked independently as a French & Spanish Language trainer for school and college students
- ✓ Worked as an interpreter in an All India Pharmaceutical company event for international clients for consecutive 3 years

❖ Educational Qualifications

- ✓ C1 level in French from Alliance Francaise de Bombay
- ✓ B2 level in Spanish from Instituto Hispania
- ✓ MBA in HR from Somaiya College
- ✓ Bachelor of Science majors in chemistry with First Class from Mumbai University