

Avantika Srivastava Ganjoo

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Seeking Japanese to English Freelance Translator projects where I can utilize my extensive experience and excellent language skills for successful execution of the project

Summary of Qualifications

- Proficient in translating from Japanese to English all kinds of medical documents, technical documents, user guides and manuals, reports, flow charts, and business correspondence
- Experienced in interpretation during board meetings, negotiations, conferences, team meetings
- Cleared all levels of Japanese Language Proficiency Test (JLPT)
- Proficient in using all software applications including MS Word, Excel, PowerPoint, Outlook (typing speed 40 wpm)
- Dedicated, self-motivated and adaptable professional with good communication skills and extensive experience in multicultural environment
- Quick-learner with proven interpersonal and communication skills through working in different countries

Relevant Skills and Experience

Translation and Interpretation - Areas of Specialization

- Medical and Pharmaceutical
- Automobile Industry
- IT - Software, Hardware, Networking
- Management and Operations
- Marketing and PR
- Finance
- Legal

Administration and Customer Service

- Created reports and minutes of meetings, and sent them to relevant people
- Experienced in accounts payable, reconciliations and management reporting
- Experienced in customer-facing environment with good conflict resolution skills
- Provided support to executives and their families with residence permits, travel and hotel bookings
- Assisted senior management in coordinating between departments, branch office, head office, government agencies, vendor visits, and servicing of clients

Work History

- Complementary and Alternative Medicine Practitioner, Mississauga, Canada Jul 2017 to date
- Student, Complementary and Alternative Medicine, Toronto, Canada Sep 2014 to Jun 2017
- Volunteer, Japan Foundation, Toronto, Canada Sep 2014 to Jun 2015
- Lunchroom Supervisor, Peel District School Board, Mississauga, , Canada Dec 2014 to Jun 2015
- Freelance Translator, Dubai, U.A.E. Feb 2010 to Jul 2012
- Japan Clients Co-ordinator and Sub-Editor, Thomson Reuters, Singapore Oct 2006 to May 2008
- Translator, AFPD Pte Ltd, Singapore Sep 2002 to June 2003
(Joint venture between Toshiba and Matsushita)
- Translator and Admin. Executive, Yamatake Controls (P) Ltd., Singapore Jun 2000 to Aug 200
- Language Instructor, Japan Cultural and Information Center, India Jul 1996 to May 2000
- Accounting Team Member, American Express, India Jun 1995 to Jun 1996
- Interpreter & Translator, Japan External Trade Promotion Organization (JETRO), India Oct 1994 to Jun 1995
- Japanese Interpreter & Translator, Sona Car Seats, India Jun 1994 to Sep 1994

Education

- Diploma in Homeopathy and Health Sciences Sep 2014 to Jun 2017
Canadian College Homeopathic Medicine, Toronto, Ontario
- Diploma in Teaching English as a Second Language Sep 2014 to Dec 2014
Canadian College of Educators, Mississauga, Ontario
- Master of Arts in Japanese Language and Literature Sept 1992 to Jun 1994
Jawaharlal Nehru University, New Delhi, India
- Bachelor of Arts (Honours) in Japanese Language and Literature Sep 1989 to Jun 1992
Jawaharlal Nehru University, New Delhi, India

Computer Skills

- Honours Diploma in Network-Centered Computing, NIIT, India Jan 1998 to Dec 1999

References Available Upon Request

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