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**NAMRATA
AGARWAL**

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26th Sep 1993

EMPLOYEMENT

Adobe Inc, Noida

March 2017- Present

- SALESFORCE.COM ADMIN and ANALYST, JAPAC(admin) - Working closely with the sales managers, global stakeholders and cross functional teams in the sales operations of Adobe for customer accounts creation and approvals, territory assignments, reports and dashboards creation, revenues, opportunity management, business planning assistance etc.
- Bridging between Japan enterprise sales support and Indian sales support including e-mails, translations.

GMO Research Inc, New Delhi

Aug 2014- Feb 2017

- SR. PROJECT MANAGER- Managing multiple international and domestic projects in the required deadline, building strong relationships and coordination with clients, suppliers and global team.
- SALES EXECUTIVE- Business development with global clients and providing B2B sales quotes and serving clients' needs while negotiating the best price.
- JAPANESE CONSULTANT- Liaison with Japanese including documentation, E-mails and phone conversations with Japanese clients, suppliers and team members as well as translations and interpretations.
- QUALITY HANDLER- Resolving Japanese consumers' problems by coordinating with the Japanese quality team to ensure the best quality of company Panel.
- PROGRAMMER- Designing survey questionnaires in the company's private software tools and data analyzing.

EDUCATION

- Japanese Business Training, Tsubomi institute July 2017- Nov 2017
- Korean Language Intermediate level from Korean cultural center. Sep 2015- April 2017
- Japanese Advanced Diploma from MOSAI , scored 80% Jan 2011- Dec 2014
- BSc. Honors in Computer Science from Delhi University, Jul 2011- May 2014
- Class 12, S D public school, CBSE Board ,in non-medical science stream with math, scored 84% 2011
- Class 10, S D public school, CBSE Board, scored 90% 2009

TECHNICAL SKILLS AND PROJECTS

- Salesforce.com
- C++, Java, SQL, Prolog
- MS Word, Excel, PowerPoint
- Automated web shopping catalogue

ADDITIONAL ACHIEVEMENTS AND LANGUAGES

- Cleared Japanese Language Proficiency Test- N5, N4, N3 & N2 level.
- Invited to Interaction of Honorable PM Narendra Modi with IT professionals on Self4Society, 2018
- Social ambassador for Adobe for All Summit, 2018
- Second prize in MasterChef Adobe, 2018
- 3rd Position in plank competition, Mini Olympics'18, Adobe.
- Participated in 17th Hyundai Happy Move Volunteer camp to save Indian Heritage and teach disable students about India culture with Korean students, 2016.
- Business trip to Japan, year 2016
- JENESYS Scholarship to visit Japan, year 2015.
- Special Award for the best teamwork in GMO Research, year 2015.

- Second prize in All India Japanese essay writing competition senior category conducted by JALTAI, year 2014.
- Cleared Korean Topik level 1 and 2 and scholarship for Korean Intermediate level.
- Leader for a cultural exchange program with Japanese University students.
- Second Prize in an inter-Delhi Belly Dance competition.
- Good written as well as verbal communication skills in Japanese, English, Hindi and Intermediate level in Korean.