

Career objective: Detail-oriented professional with a Master's degree in Japanese and extensive experience in bilingual communication, Seeking to apply linguistic expertise and organizational skills in a challenging role that values fluency in Japanese.

Name: Siddhi Parshuram Joshi

DOB:14/03/1999

Permanent Address: 1428, Shukrwar peth, Bajirao Road
Joshi wada Pune 411002

Current Address: Shivasagar city Phase 1 D-2 502,
Anand Nagar Sinhgad road Pune 411051

Contact Details: 8149881952/9834611039

E-mail ID: siddhijoshi.2022@gmail.com

Academic Performance:

Course	Grade	Year
Masters in Japanese	A+	2022
Bachelors in Japanese	A+	2019
JLPT N2	B	2018
NAT Q2	C	2018
HSC	B	2016
SSC	A	2014

- JASSO scholarship holder Aug 20181; Hiroshima university

Work Experience:

2023-12 ~ current **Business support administrator (Full Time)**
Fujitsu consulting India (Pune)

- Managing schedule of VIPs of Fujitsu Japan.
- Writing emails sending meeting invitation.
- Managing conflicting meetings.
- Translation and interpretation support during meetings.
- Reviewing translated file.
- MOM creation.

2022-08 ~ 2023-08 **Business support administrator (Full Time)**
Fujitsu consulting India (Chennai)

- Resolve queries of customers or provide further assistance regarding their orders using ServiceNow portal.
- Provide Interpretation support during meetings
- Translate required documents
- Creating manuals in Japanese and English

2021-03- 2022-07 **Project Manager (Full Time)**
ICOS INC. Pune

- Planned, monitored and analyzed project to meet its deadline and assigned tasks to translators.
- Supported senior manager by completing projects and problem resolution under tight schedule demands.
- Guided project team staff to drive project success.
- Created job files for each project and maintained current data in each file.
- Learnt Video editing software, cloud based commercial translation tool to developed skills.
- Preprocessing and post processing of the translated files.

2020-01-2020-03 **Facilitator (Freelancer)**
Fujiyama company Pune

- Encourage and helped members collectively to move through a process
- Helped to understand the requirements of superior for various assignments
- Worked as an interpreter during the assignments and small conferences
- Learnt new skills and applied to daily tasks to improve efficiency and productivity

2019-04-2019-6 **Japanese Language Expert (Contract)**
S.G Analytics

- Analyzing reports to fetch information with regards to corporate governance data points.
- Tracking annual general meeting related information for Japanese listed companies.
- Researching the Sustainability reports of Japanese Companies, and Focusing mainly on the Governance aspect of the Companies.

Extracurricular:

- JASSO Scholarship holder: Hiroshima university (2018)
- Perused Pre-service teacher training course.
- Participated “Regional Japanese Language Speech Contest” conducted by Monbukagakusho Scholars Association of India in West Zone.

Key skills:

- Fluent in Japanese (written and spoken), JLPT N2 certified
- Intermediate Knowledge in MS Office Suite, ServiceNow portal, and Microsoft Power Automate
- Excellent communication and coordination skills