**RESUME**

**SAYALI A. KOLAN**

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https://docs.google.com/drawings/d/sB4iiAVB6XFAROwfV8rWnMg/image?w=576&h=1&rev=1&ac=1

**OBJECTIVE**

To work in a professionally managed company with responsibility & challenge where I can

Use my knowledge and skills to work hard towards growth and development of Organization.

**EXPERIENCE**

* **Worked with ‘TBRI’ as an Interpreter for the period of a month.(freelancer)**

Translated law of automobile (rules and policies), MOM, meeting contents, quality report etc. TBRI was working for making the design of the Car and supply of the same. I was engaged for smooth communication of Indian-Japanese people, interpreting meetings, explaining the changes required in the design by Japanese clients, monthly delivery meetings, admin work for Japanese. Interpreted discussions on shop floor regarding inspection of Design and Performance of motor. Interpreted room discussions & closing meeting regarding Quality Assurance. Survey on Quality checklists, Special Process sheet etc.

* **Worked with SUZUKI MOTOR GUJARAT from May ’15 ~ August ‘15**

  My responsibility in Suzuki Motor was mainly in Interpretation and translation. Translating Resume, Guide book for employees in English and then in Hindi, translating Visa forms for employees, business documents, mails, etc.

Interpretation on Shop floor, related meetings (production, delivery, progress report), construction and architect related interpretation,  interviews, legal meetings, Admin work for Japanese, daily meetings. Interpreted discussions on shop floor regarding inspection of Design and Performance of motor. Interpreted room discussions & closing meeting regarding Quality Assurance. Interpreted Closing meetings with Top Management level. Interpreted Meeting with General managers and Lawyers regarding discussions on legal and financial matter.

* **Worked with GLOBALLOGIC TECHNOLOGIES PVT. LTD from Jan’17~Apr’18**

Worked on Crowd Compute software. Translation of business related information,Data translation(images),Summarizing images which gets downloaded on Google Maps. Translating comments from user end and taking valid actions on the same.

* **Working in TATA TOYO RADIATORS from 30th April~ till date (on contract of 6 months)**

Translation of technical and mechanical documents, quotations, PO, monthly reports of all departments, mails, writing mails for Japanese as well as Indian, daily translation work of different business documents.

Interpretation on shop floor for daily morning meetings of production, scrap and other queries. Interpretation of room discussions, meetings with top management, interpretation between Indian and Japanese for new set-up of plant, closing meetings. Helping Japanese for inspection and quality assurance.

Co-ordination between Japanese for their day-to-day life.

**ACHIEVEMENTS**

* Got 99/100 in Accounts in 12th Board and stood 1st in college.
* **Monbukagakushou Scholarship (Hiroshima University)**

Scholarship given by Japan Government for Japanese Language and culture studies. Studied in Hiroshima University for a year (October 2015~September 2016)

This scholarship Program includes depth study of Japanese Language aiming to enhance speaking, writing, reading and listening skills. Studied Japanese Literature, Dramas, Report writing etc with students from different countries. Also experienced some typical cultural activity, travelled to some places.

**EDUCATION PROFILE**

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| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **YEAR** | **SCHOOL/COLLEGE** | **UNIVERSITY** | **MARKS** |
| N2 Level | December  2014 | Akari Institute | Japan Foundation | 93/180 |
| N3 level | July 2013 | TransJap | Japan Foundation | 100/180 |
| N4 level | December  2012 | Fluent Language Institute | Japan Foundation | 138/180 |
| N5 level | July 2012 | Fluent Language Institute | Japan Foundation | 168/180 |
| Advance Diploma In Japanese | April 2014 | Dept. of foreign language (Ranade Institute) | Pune University | 216/300 |
| Diploma in Japanese language | April 2013 | Dept. of foreign language (Ranade Institute) | Pune University | 261/300 |
| Certificate in Japanese language | April 2012 | Dept. of foreign language (Ranade Institute) | Pune University | 180/200 |
| MPM | 2013-2018 | Suryadatta Institute of Research and Management | Pune University | \_ \_ |
| B.Com | April 2013 | MMCC,  Pune | Pune University | 70.92% |
| H.S.C | March 2010 | MMCC,  Pune | Maharashtra  Board | 82.17% |
| S.S.C | March 2008 | Vidya Vikas Vidyalaya | Maharashtra Board. | 82.61% |

Operating Systems: Microsoft Office

**LANGUAGES   KNOWN**

English, Japanese, Hindi, Marathi, Marwadi

**PERSONAL INFORMATION**

Date of Birth               : 03rd April 1993

Gender                    : Female

Nationality                  : Indian.

Marital Status             : Single

Permanent Address    : Flat No -13, C Wing, Sunderbaug aprt, Dhankawadi, Pune-43

Family Background   : Father – Ashok Kolan

                                     Mother – Rekha Kolan

                                     Brother – Chirag Kolan

**HOBBIES**

* Photography, making handmade cards, writing, Interacting with people, dancing

**CO-CURRICULAR ACTIVITIES**

* Participated in various dance competitions in school and at college level.
* Participated in sports.

I hereby declare that the above information provided by me is true to the best of my knowledge.

                                                                                                             Sayali A. Kolan