MALAY ANAND

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Seeking assignments in Japanese Language Interpretation, Client Visit Handling, Business Development and relevant Management/Administration Activities

Abstract

Around 6 years of cross functional experience in Interpretation, Client Visit, Client Handling and business development. Rich experience in Translation. Extensive experience in handling Client Visits with good Interpretation Skills. Good experience of various Project. I possess excellent communication and interpersonal skills with good exposure to management processes.

Career Features

Present Activities:

Freelance Japanese Interpreter and Translator

14th Nov 2016-24th June 2017

Steel Authority of India Ltd.Burnpur.

Asansol, West Bengal

* Exploring information of various Shops related to different domains and providing it to Fuji Electric Japan.
* Coordination of activities between different departments.
* To Interpret (Japanese to English/Hindi and Vice-versa) in all the meetings and discussions from top management to worker.
* To interpret and translation of confidential agreements, other Documentation from Japanese to English.

August 2016- October 2016

Freelance Japanese Interpreter

Interpretation, Translation and voice Transcription of various Projects, interpreting in all the meetings and discussions from Top management to worker level

Jan 2016 –July 2016

Vardhman Textiles

Japanese Interpreter

* Interpretation, Translation and voice Transcription of various Deptartments.
* Interpreting in all the meetings and discussions from Top management to worker level
* Independently handed the Project for Printing i.e,Installation to Fabric finish.
* Helped management with knowhow of Printing.
* Helped Management to Finish the Project with given deadline and handover to the Management for the Mass Production.

Aug 2015- Dec 2015

Freelance Japanese Interpreter

Interpretation, Translation and voice Transcription of various Projects, interpreting in all the meetings and discussions from Top management to worker level

Jan 2014-July 2015

Worked in Honda car India ltd as Japanese Interpreter and Translator it includes meetings with different divisions, meetings and Japanese support

Key Areas/Departments of Interpretation: Power Train.

To interpret and translation of confidential agreements, other Documentation from Japanese to English.

To Interpret and translate the company Document related to the Production dept, training manuals and vice-versa.

July 2013-Dec 2013

Worked as Japanese Language Interpreter in Maruti Suzuki India Ltd... It includes Interpretation and translations.

Key Areas/departments of Interpretation: - • Audit • Production - Assembly, Wiring, Tools room etc

Planning. Purchase, Human Resource, Vendor Inspection, Dispatch area, Inventory Inspection. Engineering

Testing and Quality Control

Translation of audit reports confidentiality agreements, Other Documentations from Japanese to English

Currently also interpreting for many other Japanese expats from senior management levels and trainees in various other departments.

To Interpret (Japanese to English/Hindi and Vice-versa) in all the meetings and discussions from top management to worker level.

To translate the company Documents related to the production dept, training manuals, instruction manuals

and vice- versa

**Sept 12 - Jan 2013**

Worked for Smart cube for Projects related to Infrastructure and Fast moving consumer goods.

Worked for Honda cars for the Audit of supplier of Honda and feasibility study of ERP for the inventory control and Production planning.

Worked for Jindal steel at vijaynagar, Belari Karnataka

Worked for Elecom India Pvt ltd Japanese subsidiary of Elecom Japan, are expertise in telecom and computer accessories.

Jan’11-Dec’11

Worked for Honda Motorcycle and Scoters pvt ltd for installation of Kawasaki Robots for Paint shop entire Project located at 2012 Dharuhera Plant.

April’08-Aug’10

Apsom Technologies Ltd is a leading company in marketing and trading of Sign and print machine, Indian subsidiary of Mimaki and Konica Minolta Japan.

Pre-Sales Activities

* Exploring information of various companies related to different domains and providing it to sales team.
* Coordination of activities between different departments.

* During the Japanese Sales and Service tour, worked as the link with the Director and help in Erection of the Textile Machine.
* Interacted with the Japanese engineer and sales People during the tour.
* Provided adequate management and travel program for the visited Japanese Delegates.

Interpretation

* Supporting different projects from Japanese Language Interpretation Prospective
* It also includes various kind of technical conversation, management related conversation, problems and issues and general conversation etc.
* Client Visit handling also falls under the same, where it is required to provide not only interpretation support, as well as all kind of client support.

MIMAKIKAMPHOR (New Delhi) March’06 - March‘08

Business Development Manager

* Supporting the Management to co-ordinate with Suppliers and Transportation of Goods.
* Managing Pre Sales and Marketing activities for South India. Responsible for Easy Flow of Business.
* Liasoning with Japanese counterpart for easy flow of Business,co-ordinating with Japanese
* Promoted an exclusive sales strategy and expanded the circulation of the said company.

5 Years of Sales and Marketing Experience 2001- 20005

Academia

M.B.A (P.G.D.B.M) I.I.M.T Greater Noida 2001

Higher Diploma in Japanese Language Bangalore University 2005

(Business Japanese Test) JETRO Level 4 New Delhi 2007

BA.Political science. (H) University of Delhi 1998

**Additional Certification**

Intensive Theme based course Learning Japanese through guest interviews from Japan Foundation

Intensive theme based course Zen and Japanese culture from Japan Foundation

IT Credentials

Certification in SAP S&D Module from USIPL,Bangalore.

Computer Basics

Personal Vitae

Date of Birth : 15th August, 1975

Languages : Japanese, English and Hindi

Nationality : India