|  |
| --- |
| **BARUN KUMAR**    **Email**: [kumarbarun12@gmail.com](mailto:kumarbarun12@gmail.com)    **Mobile** : +91 9910694229  +91 9315367650    **Present Address**: House #17, 3rd Floor, 2nd Cross Road, 4th Main, NS Palya BTM 2nd Stage, Bangalore -560076  **EDUCATION**  **Diploma in Bahasa Indonesia (2017-2018)**  IKIP Saraswati Tabanan  Bali, Indonesia   * Bahasa Indonesia Language and Culture Studies   **Certificate in Bahasa Indonesia (2016-2017)**  Jawaharlal Nehru University  New Delhi   * Bahasa Indonesia Language and Culture Studies   **Master of Arts in Spanish (2013-2015)**  Jawaharlal Nehru University  New Delhi   * Spanish Language, Spanish and Latin American History * Spanish to English and vice-versa Translation and Interpretation * Dissertation- Teaching Spanish as a Foreign Language in a Multicultural Classroom     **Bachelor of Arts in Spanish (2010-13)**  Jawaharlal Nehru University  New Delhi   * Spanish Language * Spanish and Latin American Culture * Spanish Translation- Theory and Practice   **WORK EXPERIENCE**   * **Current Company- Accenture, Bangalore** on the payroll of **Unit Force Technologies Consulting Private Limited (June 11, 2018- till date)**   **Designation- Language Translator**  **Job Descriptions: Coordinate with clients via emails and collect regulatory informations to**  **prepare dossier for submission to regulatory agencies or to commercial partners.**  **Responsibilities :**   * Responsible for collecting the required documents from the clients and compile those as per the guidelines. * Compilation of the final dossier for the Regulatory Authority as required and defined by the Standard Operating Procedure. * Sending status report to the respective stakeholders periodically. * Responsible for performing peer review of the assigned tasks as per the review check-lists to meet the quality standards. * **Software & Tools Used : Optima, SharePoint & Citrix** * **IKIP Saraswati, Tabanan, Bali, Indonesia (February 5, 2018- May 3, 2018)**   **Designation- English Teacher**  **Responsibilty** : Taking General English Classes for B.A 2nd & 4th Semester   * **Kata Travels, New Delhi (January, 2016- December, 2016)**     **Designation- Associate Business Operation Manager**  **Responsibilties**:   * Responsible for updating the website in Spanish. * Communicating with clients through calls & emails from various Spanish speaking countries and providing them details of tour packages. * Making weekly reports of the queries from the clients. * **Linguamart Private Limited, New Delhi (July 2014- December 2015)**   **Designation- Spanish Instructor**  **Responsibilities** :   * Designing Courses for Spanish Language for specific purposes. * Teaching students of various levels. * **Learning Unlimited Institute, Gurgaon (December 2013- May 2014)**   **Designation- Spanish Instructor**  **Resonsibilities:**   * Designing courses for Spanish language for various levels. * Teaching Spanish at various levels ranging from School students to Corporate Employees.   **OTHER ACHIEVEMENTS**   * Awarded **SCHOLARSHIP** by **Ministry of Culture and Education, Indonesia** to study **BAHASA** **INDONESIA** in **Bali, Indonesia** * Organized the celebration of the **Cultural Week of Ecuador** from the 8th October to 12th October 2012, at the **Centre of Spanish, Portuguese, Italian and Latin American Studies** of Jawaharlal Nehru University * Volunteered in an awareness event for differently abled people in Jawaharlal Nehru University in collaboration with the **Ministry of Social Justice and Empowerment** in the year 2012 * Participated in the International Workshop, themed **Spanish Pedagogy** by the **Centre of Spanish, Portuguese, Italian and Latin American Studies** of Jawaharlal Nehru University. * Participated an International seminar on **WOMEN EMPOWERMENT** organized by Jawaharlal Nehru University in collaboration with Universitas Muhammadiyah Malang, Indonesia on 23rd January 2017     **PERSONAL PROFILE**  Languages Known : Hindi, English, Spanish and Indonesian  Father : Awadhesh Prasad  Permanent Address : Ward No 3, Khand Par, District+ Post- Sheikhpura, State- Bihar- 811105  Date of Birth : 12 December 1992  Marital Status : Single  Hobbies : Interacting with new people, Teaching & Cooking  **DECLARATION**  I hereby declare that all the details given above are true.  Place: Bangalore  Date : 14-01-2019  **BARUN KUMAR**  **References:**  **Dr. Rishu Sharma**  **Assistant Professor, Spanish Language**  **School of Foreign Languages**  **Amity University, Manesar, Haryana**  **Mobile- 9910175741, 8800161949**  **Email-** [**rishucspilas@gmail.com**](mailto:rishucspilas@gmail.com)  **Dr. Gautam Kumar Jha**  **Assistant Professor, Bahasa Indonesia**  **Centre of Chinese & Southeast Asian Studies**  **School of Language Literature & Cultural Studies**  **Jawaharlal Nehru University, New Delhi**  **Mobile- 9560645564**  **Email-** [**gautamkjha@gmail.com**](mailto:gautamkjha@gmail.com) |