

**JAGPREET KAUR**

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## **CAREERASPIRATION**

Work in an environment that stimulates intellectual, professional growth & learning and provide an opportunity to prove oneself.

To work in competitive work environment to contribute the best of my ability towards the growth and development to the company, fully utilizing interpersonal academic skills to pursue a challenging and rewarding career

## **PROFESSIONALEXPERIENCE**

Working for **German Leprosy and TB Relief Association** as a **Communication and PR – Asia Lead** from 16<sup>th</sup> January, 2018 - **Current**

- Translating Documents from German to English and vice versa.
- Improve and develop communications material for the organization and provide back end support to agencies and stakeholders
- Suggest other innovative ideas for effective Communication
- Maintain relationships with existing stakeholders and respond to their requests regularly and keep updating them about the work of the organization
- Assist the RR in developing business plans to generate income from various sources.
- Compile and maintain a database of PR & Communication stakeholders.
- Develop etiquette relationship with funding agencies in Asia
- Develop a strategic approach to donor visibility and DAHW Asia visibility through implementing projects.
- Maintain a thorough understanding of DAHW Asia activities in order to communicate effectively; ensure a close fit between funding source & DAHW Asia strategy, services and organizational priorities
- Provide assistance in organizing any events for the organization
- Maintain the website and regularly update it with information about organization's work.

- Make use of the Social Media to establish linkages with likeminded individuals, NGOs, foundations and other stakeholders to enhance the visibility of the organization.
- Maintaining Newsletters
- Handling event calendar management
- Assisting CEO in meetings and presentations

Worked for **PRIME Opinion Analysis India Pvt. LTD** as a Project Assistant

Job Duration: 7<sup>th</sup> January, 2016 – 11<sup>th</sup> January 2018

- Research of the E-papers in German Language.
- Summarizing and Finalizing data at the end of projects.
- Entering data into client databases.
- Supporting and advising coding/client account staff.
- Making presentations and newsletters
- Writing reports.
- Attending information sessions.
- Networking with media owners.
- Ensuring set deadlines are met.
- Writing abstracts for articles in English and German.
- At times translation for other foreign Medias as Abstracts.
- Translating articles from German to English and vice versa.

Worked for **GOOGLE** (UNDER THIRD PARTY PAYROLL SERCO) as a GERMAN LANGUAGE EXPERT

Job Duration: From 2nd Feb 2015 to 31<sup>st</sup> Nov 2015

- 1). The process involves categorization and cu-ration of the products under **GOOGLE SHOPPING** portal using my language skills as the description of the products is in German.
- 2). Making decisions whether the product belongs to the same category as given after analyzing the description given in German.
- 3). Successful in maintaining 98% accuracy throughout the process

Worked for **iENERGIZER** as a German Consultant from 28<sup>th</sup> August, 2014 to 7<sup>th</sup> October, 2014

- Worked on a contractual assignment
- Interacting with German clients
- Fixing Appointment for Google Panoramic Photography

## LANGUAGE PROFICIENCY

2013-2014	Advance Diploma in German	Hans Raj College (Delhi University)	60%
2012-2013	German Language B2.2	Max Mueller Bhavan	64%
2012-2013	German Language B2.1	Max Mueller Bhavan	80%
2012-2013	German Language B1	Max Mueller Bhavan	75%
2011-2012	German Language A2	Max Mueller Bhavan	86%
2011-2012	German Language A1	Max Mueller Bhavan	82%

## ACADEMIC QUALIFICATION

2011-2013	Graduation (BBA)	Sikkim Manipal University	
2009-2010	Class 12 <sup>th</sup> (Commerce with Maths)	S.K.V Rajouri Graden, CBSE	1 <sup>st</sup> Division
2007-2008	Class 10 <sup>th</sup>	S.K.V Rajouri Graden, CBSE	1 <sup>st</sup> Division

## COMPETENCIES

- ✓ Fast learner. Adapt well to changes and pressures in workplace.
- ✓ Give results better than the desired and on time.
- ✓ Good presentation skills.

## PERSONAL PROFILE

<b>D.O.B.</b>	26.08.1993
<b>MaritalStatus</b>	Single
<b>Hobbies</b>	ListeningMusic,Watching Movies,Dancing
<b>Father'sName</b>	Baljeet Singh
<b>Languages known</b>	Hindi, English, German&Punjabi

## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: New Delhi

**(JAGPREET KAUR )**