

ARUN KUMAR VERMA

Summary

To associate myself with organization where my personal skills are utilized in performing challenging work in challenging environment for the growth of the organization and growth of my career as well and willingness to walk the extra mile to achieve excellence.

Experience

Senior Language Translator (German)

Accenture

Mar 2020 - Present (1 year 5 months +)

Roles and Responsibilities :

Check translations of SAP S/4HANA and its technical terminology to ensure that they are accurate and remain consistent throughout translation revisions.

Delivery of translated document adhere to SLA.

Publish the status of translation on weekly basis.

Weekly connect with stakeholders to discuss the changes in translation documents.

Follow ethical codes that protect the confidentiality of information.

Tour Guide

Scenic Journeys

Jul 2018 - Feb 2020 (1 year 8 months)

Roles and Responsibilities :

I was working as a language tour guide & escort (German) in different regions of India. Explaining them about the culture and tradition of our nation with Unity in Diversity.

I have handled almost 5 German Tourist Groups successfully in every season and till yet almost 11 FIT, Group Tours.

Motivating team and taking informative quick decisions by eliminating the repetitive tour problems

Analyst

Deutsche Bank

Feb 2017 - Jun 2018 (1 year 5 months)

Roles and Responsibilities:

Authorizing the person regarding the Legal Rights and Payment Rights.

(Trading Account, Business Debit and Credit cards)

Charging the corporate customer for the services and contracts.

Worked with accounts receivable department.

Maintaining audit confirmation report on daily basis for smooth flow of transactions.

Global Transaction banking

Senior Analyst

Concentrix

Aug 2015 - Feb 2017 (1 year 7 months)

Roles and Responsibilities:

Handling customer complaints and queries via email and calling.

Resolving the Team member's queries.

I have also worked as temp. QA for my team, where I have to look after all the emails to provide feedback n coaching to my team members.

Motivating team and taking informative quick decisions by eliminating the repetitive errors.

Foreign Language Teacher (German)

Qbix Academia

Aug 2013 - Jul 2015 (2 years)

Roles and Responsibilities:

Plan, evaluate, and revise curricula, course content, course materials, and methods of instruction.

Prepare and deliver lectures to undergraduate or graduate students on topics such as how to speak and write a foreign language and the cultural aspects of areas where a particular language is used.

Address the scope of foreign language to the students in their career.

Foreign Language Freelancer (German)

Instituto Sabiduria (SkillsVille)

Jan 2016 – Till date

Roles and Responsibilities:

Translate content from German to English and Vice versa

Live interpretation between 2 languages for business meetings and audits.

Prepare and deliver lectures to undergraduate or graduate students on topics such as how to speak and write a foreign language and the cultural aspects of areas where a particular language is used.

Address the scope of foreign language to the students in their career.

Education



Mohanlal Sukhadia University

Ba, History

2013 - 2016



Rajasthan Education Board

SSC, Business/Commerce, General

2009 - 2010



Rajasthan Education Board

HSC

2007 - 2008

Licenses & Certifications



Zertifikat Deutsch C1 - Goethe-Institut e.V.

Skills

Technical Translation • Legal Translation • Training • Customer Relationship Management (CRM) • Leadership • Coaching • Mentoring • SAP ERP • SAP S/4HANA • Transcription