

TANYA JAIN

Female, 20 years (B.A. Japanese)

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CAREER OBJECTIVE
A Japanese language enthusiast seeking an opportunity to contribute my linguistic, cultural, and analytical expertise to a dynamic organization, where I can effectively leverage my relevant skills and knowledge for the mutual growth of both the organization and myself

ACADEMIC QUALIFICATIONS			
Degree	Year	Institute/University	Percentage/CGPA
Bachelor of Arts Japanese	2022-2025	Doon University, Dehradun	8.2
HSC (ISC)	2022	St. Jude's School, Dehradun	76%
SSC (ICSE)	2020	St. Jude's School, Dehradun	79.4%

POSITIONS OF RESPONSIBILITY		Duration
Class Representative	▪ Elected as a class representative for three consecutive years, facilitating effective communication between students and faculties, addressing concerns, and coordinating academic and extracurricular initiatives to enhance the learning experience of the entire batch	2022 – 2025

ACHIEVEMENTS AND ACTIVITIES		
Academic	▪ Ranked 2nd in the entire batch during undergraduation, demonstrating exceptional academic performance ▪ Secured the opportunity to appear for the prestigious MEXT scholarship exam , provided to only top 8 students of the entire batch	2024 2024
Certification	▪ JLPT (Japanese Language Proficiency Test) N3 Certified	2024
Cultural	▪ Participated in Ohayou Japan cultural festival, including Yukata wearing , Calligraphy , and Japanese traditional dance , enhancing cross-cultural understanding and showcasing an appreciation for Japanese culture and heritage ▪ Winner of the Inter House Dance Competition organized by St. Jude's School, Dehradun	2023 2020
Scholarships	▪ Rewarded with a scholarship under Chief Minister Higher Education Encouragement Scholarship Scheme for my exceptional academic performance in Doon University, provided to only the top 5 students of the batch	2024
Extra-Curriculars	▪ Secured 1st place in the 'Wall and Stall' cultural program at 'Ohayou Japan,' organized by JETAA (Japan Exchange and Teaching Alumni Association) ▪ Participated in the Japanese department fest 'Doki-Doki' , demonstrating enthusiasm for Japanese culture and engagement in cultural exchange activities ▪ Stood second in Inter-House One Act Play organized by St. Jude's School, Dehradun ▪ Participated in various co-curricular activities like Quizzes, Creative writing, Dancing, Debates, Dramatics, and Elocution competitions, at the school level	2023 2023 2020

KEY SKILLS	
Technical	▪ MS Excel, MS Word, MS PowerPoint, Google sites ▪ Basic knowledge of SQL (Structured Query Language) commands ▪ Familiar with the overall product and money flow between ERP (Enterprise Resource Planning) modules ▪ Basic knowledge of Power BI for data visualization and reporting
Personal	Team management, Responsible, Leadership capabilities

PERSONAL INFORMATION	
Languages	Japanese: Professional working proficiency English: Native or bilingual proficiency Hindi: Native German: Basic
Interests	Reading, Dramatics, Singing and Dancing