Sample CV

SUDANSHU BANERJEE

PROFESSIONAL OBJECTIVE

A challenging position with a progressive and reputed organization that will effectively utilize acquired expertise and experience

PERSONALITY

- Strong communication, interpersonal, intuitive, and leadership skills. Adaptable and efficient in work situations with changing responsibilities.

- Quick learner with ability to rapidly assimilate job requirements and show great results. Energetic and self-motivated team player/builder.

PROFESSIONAL EXPERIENCE

Translated the book "Architectural Ethics" by Arch. Sangeet Sharma from English to French.

ALLLIANCE FRANCAISE de CHANDIGARH (Nov 2006 to September 2007)

- Teaching French to Beginners and Advanced levels

- Taught at the **Canadian High Commission** in Chandigarh.

CERNER HEALTHCARE, BANGALORE (JANUARY 2006 TO OCTOBER 2006)

- Handling Service Requests for Doctors and Hospitals for the company's Software. Took hands on training in the United States with the whole team.

- Was given the responsibility to help, analyze and interact with the colleagues of the company's new venture in Paris. Visited Paris for a fortnight to work on the French terminology and process and returned for knowledge transfer to the team.

HEWLETT PACKARD, BANGALORE (JUNE 2005-JANUARY 2006)

French Language Consultant for HP Global Business.

Key Responsibilities:

- Financial Assistant: Analysis and response to French invoices, mails and queries for Procter and Gamble.

GECIS, HYDERABAD (Jan 2005 to April 2005)

Process Associate with the French Process at GECIS, Hyderabad. :

The key responsibilities were:

- Working with a team of French speaking agents and catering to the needs of customers of an international airline by providing them with technical assistance.

- Identify business requirements and work to make new and improve upon already existing tools for the process.

ALLIANCE FRANCAISE DE CHANDIGARH. (JUNE 2003 TO JULY 2004)

Key Responsibilities were:

- Teaching French to Beginners.

- Corporate training at an MNC (QUARK Media house) at Mohali. (6 months)

EDUCATION

- Advanced Diploma (Diplome Superieur de francais) in French from Alliance Francaise de Paris.
- PGDTS [**Post Graduate Diploma in Translation Studies** (French/ English) from CIEFL (Central Institute of English and Foreign Languages)], Hyderabad. Specialized in Scientific, Technical, Commercial and Economic translations.
- B. Sc (Biology, Chemistry) from Punjab University, Chandigarh with 1st division.
- XII (Med) - **75 %** (CBSE) [Sacred Heart Convent School, Chandigarh]
- X - **86%** (CBSE) [Sacred Heart Convent School, Chandigarh]

OTHER ACHIEVEMENTS

- Appeared for the Test in English language for **The University of New South Wales**, **Australia in 1997 and 1998**. Awarded **CREDIT** in **1997.**

- **BSc** Awarded **Certificate of Merit** in the **National Mathematics Olympiad**.

- **75% in the National Talent Search Examination for English.**

PERSONAL INFORMATION

Current Address	**:**	4A Auckland Square, 51 Jassal House Kolkata 700 017.
Date of Birth	**:**	August 2, 1983
Sex	**:**	Female
Marital Status	**:**	Married
Father's Name	**:**	Kuldeep Singh Sondhi
Languages Known	**:**	French, English, Hindi and Punjabi
Computer proficiency	**:**	Proficient in MS-Word & Excel
Hobbies	**:**	Reading, Poetry and Music.