**Bio-data**

**Brief Introduction:**

***Chinese Language expert with HSK 3 certificate and high level of proficiency in spoken and written Chinese. Have multiple year of work experience in China and India. Accustomed with Chinese culture, mannerism and work ethics.***

**Myself in Details:**

**Name: Mithu Chowdhury**

**Qualification: Has done Graduation in Science from Calcutta**

**University**

**Has learned Chinese from South West Forestry**

**University, Kunming, Yunnan, China.**

**Language Skills-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Speaking** | **Listening** | **Reading** | **Writing** |
| **Chinese** | **Yes** | **Yes** | **Yes** | **Yes** |
| **English** | **Yes** | **Yes** | **Yes** | **Yes** |
| **German** | **Yes** | **Yes** | **Yes** | **Yes** |
| **Hindi** | **Yes** | **Yes** | **Yes** | **Yes** |
| **Bengali** | **Yes** | **Yes** | **Yes** | **Yes** |

**My Chinese**

**Working Experience in Chinese Language: 2 years**

**I have excellent knowledge of Chinese Language and have experience of working with Chinese Language with native Chinese people. I have stayed in China for long time, so accustomed with Chinese culture and behaviors. I know how to deal with them, their manners and attitudes and culture, so when I deal with Chinese people they also feel comfortable and ease in working with me.**

**I work as an interpreter and translator and capable of doing any kind of translation and communication in Chinese with guaranteed performance.**

**I have worked as Chinese Language Expert in the following companies:**

1. **JayDadi Pvt. Ltd**
2. **Shockley Hall Electronics Pvt. Ltd**
3. **Ascentspark Pvt. Ltd**

**In these companies-**

1. **I have arranged meeting in between Indian and Chinese management**
2. **Assisted Chinese engineers to train Indian employees**
3. **Dealt with Chinese customers and regularly communicated with them in Chinese and English language through mails and telephones**
4. **Translated documents when required**

**Customer Care and marketing Experience: 6 years**

**I have a long experience in working in Customer Care. I know how to deal with people. I have a very successful career in Marketing and Customer Care.**

**As a Chinese Interpreter and Translator, I can deal with Chinese people easily and as I have very much accustomed with their culture and manners , I can guarantee you – success in my job.**

**Kind of jobs I do**

|  |  |
| --- | --- |
| **Working as an Interpreter** | **Yes** |
| **Communications like Emails/mails in Chinese** | **Yes** |
| **Translation** | **Yes** |
| **Research from Chinese media/journals/reports** | **Yes** |

**Personal Information**

**Address: 32B, South Park**

**Santoshpur**

**Kolkata- 700, 075**

**West Bengal, India**

**Contact No: +91-9836258272**

**E-mail:** [**mithumitra@yahoo.com**](mailto:mithumitra@yahoo.com)

**Date-of-Birth: 3rd January, 1977**