

Mr. Neeraj Singh

Indian Male-37yrs nirajbhu83@gmail.com +91-9987368178
[linkedin.com/in/neeraj-singh-库玛-9aa39813](https://www.linkedin.com/in/neeraj-singh-库玛-9aa39813)



CAREER OBJECTIVE

To play a vital role as a **Chinese/Mandarin Language Expert** in a challenging and dynamic work environment using existing skills and knowledge, where my efforts can add value to the growth of the company and in turn enhance my knowledge and career. Intend to build a career with a leading corporate in a hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential.

EDUCATIONAL BACKGROUND

2019-2020 Advance Chinese Learning (Jinan University, Guangzhou)
2005-2007 M.A. in Chinese Language and Literature (Banaras Hindu University)
2002-2005 B.A. in Chinese Language and Literature (Banaras Hindu University)

COMPETENCY MATRIX

- 12+ years of working experience in international sales including 10yrs in China
- Skilled in Sales/Market Strategy, Operation/Business Planning, P&L Management
- Experience in company mergers & acquisitions and statutory compliance in China.
- Proficiency in Chinese (Mandarin), English and Hindi. Also, well-versed with Windows OS, Mac Book, and MS Office.



WORKING EXPERIENCE

Period: 2021.12- Now

Company Name: [Freelancer](#)

Location: Lucknow

Title: Chinese Translator

Job Description:

- Working with Proz.com, MARS Translation, EWAN Language Solution, and INCCS and others for Translation, Online interpretation, Audio & Video transcription, and proofreading.

Period: 2020.12- 2021.11 (11 Mos.)

Company Name: [Molex India Pvt Ltd](#)

Location: Bengaluru

Title: Freelancer- Chinese Translator

Job Description:

- During the pandemic, Chinese engineers were unable to visit India. I was playing an important role to bridge the language gap between Indian and Chinese teams to set up the factory of Electroplating and Wastewater Treatment.
- Cooperating with different departments like Mechanical, Electrical, Plumbing, and software programming by Audio, Video, Email, and Instance SMS (WeChat/WhatsApp) support to know the installation process and troubleshoot the issue if any.
- Helped Indian Engineer to understand the layout drawing, machines assembling drawing, and P&D drawing for appropriate installation of a series of machines.

➤ Successfully commissioned the electroplating (3 series lines, approx 300mtr length) and waste treatment plant whose capacity is based on the electroplating plant.

Period: 2017.11- 2019.04 (18 Mos.)

Company Name: [Mclube Asia Pvt Ltd](#)

Location: Shenzhen, China

Title: Country Manager Sales (China)

Job Description:

- Oversee the Mclube lubrication sales for the rubber, polyurethane, and composite industry in China.
- Accelerating sales by managing the dealers in various parts of China and was responsible for business strategy, sales growth, and China office performance.
- Supervising the Supply Chain among Customers, dealers, and the India Nasik factory. Also helping the Nasik factory procurement team to outsource the pigments from China.

Period: 2016.05- 2017.05 (12 Mos)

Company Name: [Currencies Direct Solution Pvt Ltd](#)

Location: Mumbai

Title: Manager Customer Support Services (China)

Job Description:

- Involved in Forex dealing, trading, and E-commerce Sales and primary compliance.
- Run the campaign with a global co-worker for retention of core clients and worked with the client closely to analyze his current and future requirements
- Closely monitored the monthly and yearly sales revenue and worked with teammates to complete the target as well.
- Applied ERP systems like Salesforce, Aurora, and Payment gateway to support customers' needs.

Period: 2014.06-2016-05 (24 Mos.)

Company Name: [Gangaview Holidays Pvt. Ltd](#)

Location: New Delhi

Title: Business Development Manager

Job Description:

- Direct selling of Indian herbs and antic products to Chinese groups.
- Handling Chinese operations for exhibitions, and corporate and government meetings.
- Developed new Chinese Customers and agents to get new business.

Period: 2007.07-2014.06 (84 Mos.)

Company Name: [Carborundum Universal Limited \(CUMI\)](#)

Industry: Abrasives, Super Abrasives, and Power Tools

Joined CUMI India in July 2007 => relocated to Jingri-CUMI China (joint-venture company) after 6 months => Promoted to Manager Sales & Supply Chain, CUMI China by Dec 2009 (after the demerger of the joint venture).

III- [Cumi Abrasives and Ceramics Co., Ltd \(CUMI China\)](#)

Title: International Sales Manager

- Head the International Sales of China's plant-manufactured products to India, Nigeria, Kenya, Egypt, Pakistan, middle-east and southeast countries. Meet the successful business target between 2011-2014.
- Also, involving to help the newly set up sales team for the Chinese market with my previous experience and overseeing the operation and business planning of the China plant along with the Chinese general manager.

II- Jingri Cumi Super Hard Materials Co., Ltd (CUMI Joint-Venture China)

Title: Asst. Manager International Sales

Job Description:

- Involved in high-end product selling of India's manufactured products to China-based International companies and overseeing the operation and business planning of the Chinese Market.
- Worked in the 3D mode of buy & sell, Selling India's products in the Chinese market, and Procuring India's demanded raw materials and products from China. Also, successfully fulfilled the purchase requirement of the Chinese plant. Saved a lot of cost by logistics arrangement and procurement price negotiation capability.

I- Carborundum Universal Limited (CUMI India)

Title: Dy. Manager Mandarin Language Export

Job Description:

- Translation of Administration, Legal, Company brochures, dossiers, financial documents.
- Interpretation between Chinese and Indian delegates as well as brought them to the final stage of discussion. Also, Analyzing the P & L, Balance sheet, and financial reports.

EXTRA-CURRICULAR ACTIVITIES

- Market Research (Primary & Secondary) for China
- Freelancing Mandarin Translation – Accounting/Audit Report/Business document etc.
- Mandarin interpretation on-demand and Tourist Guiding during university time.

PROJECTS

- Hindi Audio to Transcription (English Phonetic), to develop the Hindi transliteration software (Apr-Jun 2012), Clint Beijing Haitian Ruisheng Technology Ltd.
- Hindi Voice Recording (500 Person), to develop a voice-based application (Feb-Jul 2013), Clint Beijing Haitian Ruisheng Technology Ltd.
- Urdu Voice Recording (200 Person), to develop a voice-based application (Oct-Dec 2013), Clint Beijing Haitian Ruisheng Technology Ltd.
- Various translation and interpretation projects for machine installation

CERTIFICATION

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

NEERAJ KUMAR SINGH