


RUPA KUSHWAHA

JAPANESE BILINGUAL SPECIALIST

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OBJECTIVE

As a bilingual professional, I aim to deliver precise language solutions that align with business goals. With a detail-oriented approach and strong linguistic proficiency, I contribute to seamless cross-cultural communication and aspire to build a vibrant international career.

WORK EXPERIENCE

ASSOCIATE PROJECT MANAGER

Keywords Studios

Feb 2023 – Present

Remote/Gurugram, IN

- Transitioned from the India office to the Tokyo office after a year, continuing to manage Japanese clients bilingually (primarily in Japanese).
- Leading end-to-end localization for top-tier games across major platforms and consoles.
- Overseeing the full localization cycle — from receiving client requests to coordinating with external vendors, ensuring timely, high-quality delivery.
- Serving as the main communication bridge between clients and vendors, ensuring seamless and smooth coordination.
- Designing and optimizing workflows to boost efficiency and maintain profitability.
- Curating and managing vendor translation teams aligned with project-specific requirements.
- Executing QA plans, maintaining translation quality, and resolving discrepancies effectively.
- Handling financials including quotes, cost reports, monthly invoicing, and revenue forecasting.
- Consistently delivering high-quality outcomes, contributing to client satisfaction and organizational goodwill.

JAPANESE TRANSLATOR

Qritrim Inc.

Jul 2021 – Jan 2023

Remote/Chandigarh, IN

(Transferred from Walking Tree Technologies – Hyderabad)

- Served as the sole Japanese language support for the organization, handling all language-related business functions.
- Collaborated closely with senior management across departments to ensure seamless communication with Japanese clients.
- Translated, proofread, and conducted linguistic research to support cross-functional teams.
- Delivered product and application demonstrations in Japanese to clients.
- Performed QA and UAT testing (language + functionality) to ensure high-quality product output.
- Acted as the primary link between Japanese stakeholders and Indian teams, ensuring clear alignment of objectives.

ASSISTANT MANAGER – JAPANDESK

ASC Group

Dec 2019 – Jan 2021

Noida, IN

- Assisted the Japanese Manager and VP with day-to-day operations and client interactions.
- Managed translations, proofreading, and content summarization for Japanese business documentation.
- Published a monthly Japanese newsletter featuring India-Japan updates for clients and internal circulation.
- Conducted research tasks and supported business development initiatives.
- Managed team funds, payments, and administrative coordination.

JAPANESE LANGUAGE TEACHER

Tamai Onettom India

Jan 2019 – Dec 2019

New Delhi, IN

- Worked as a Japanese Translator-cum-Teacher at the Indian head office of Tamai Investment Education Inc. (Japan).
- Translated, reviewed, and proofread educational content in Japanese, English, and Hindi.
- Collaborated with the Japan team to develop language teaching materials tailored for Indian learners.
- Represented the organization across India by conducting Japanese language workshops at schools, colleges, and institutions — significantly contributing to long-term client partnerships.
- Travelled extensively across major Indian cities to lead on-site training and orientation programs.
- Selected to represent the Indian team at the company's International Seminar in Kobe, Japan, working in-person with Japanese counterparts and global delegates.
- Trained new team members in regional branches as part of nationwide expansion.

JAPANESE SALES EXECUTIVE

Beno Support Technologies

Apr 2018 – Sep 2018

Noida, IN

- Provided technical support to Japanese native clients via phone and email, assisting with computer hardware and software-related issues.
- Maintained professional communication in Japanese to ensure clarity and client satisfaction.
- Handled real-time troubleshooting and guided clients through resolution steps with empathy and precision.

FREELANCE / CONTRACTUAL EXPERIENCES

- **Consultant – Japanese** | *Netimpact Solutions, New Delhi* | *Dec 2022*
Assisted with translation, proofreading, and consulting for Japanese-language business documents and communication.
- **Corporate Japanese Language Trainer** | *India Yamaha Motor, Greater Noida* | *Jul 2018 – Jun 2019*
Conducted training on Japanese language and culture for employees and engineers; contract was renewed due to high engagement.
- **Japanese Language Trainer** | *Sakura International, New Delhi* | *Jan 2017 – Apr 2018*
Taught students across age groups; designed original learning materials and contributed to program expansion from 15 to 120+ trainees.
- **Japanese Language Trainer** | *Mondai Nai Japanese Language School, New Delhi* | *Feb 2016 – Dec 2016*
Delivered Japanese language training across multiple levels to a diverse set of learners, supporting JLPT and practical language usage.

SKILLS

- Translation & Interpretation
- Proofreading & Language Editing
- Content Review & Analysis
- Project Management & Delivery
- Japanese Language Training
- Qualitative Research
- Localization Quality Assurance (LQA)
- Quality Control & Consistency Checks
- Stakeholder Communication
- Vendor & Team Coordination
- Budgeting & Cost Management
- **Tools:** memoQ, JIRA, Slack, Chatwork

EDUCATION

Advanced Diploma – Japanese Language

MOSAI Institute of Japanese Language | 2013 – 2016

Bachelor of Arts (English Hons.)

University of Delhi – PGDAV College | 2013 – 2016

Senior Secondary (Class XII - Commerce)

Uttarakhand Public School (CBSE) | 2011 – 2013

Secondary Education (Class X)

Uttarakhand Public School (CBSE) | 2010 – 2011

CERTIFICATIONS

NAT Q3 – Cleared

JLPT N4 – Cleared

JLPT N2 / NAT Q2 – Pursuing

KEY HIGHLIGHTS

- Represented the Indian team at the company's **International Seminar in Kobe, Japan** during a business tour to Osaka and Kyoto (Tamai Onettom India).
- Provided **private language training** for Japanese and Hindi, including an specially-abled child and a Polish learner.
- Held **leadership and creative roles in college societies** and actively represented school and college at various inter-college and cultural events.

ADDITIONAL INFORMATION

Languages Known: English, Hindi, Japanese

Hobbies: Travelling, exploring cultures, appreciating music, and engaging in art & craft activities