

Curriculum Vitae



Varun Mishra.
Mishra.varun93@gmail.com
09795845440

Objective:

Seeking for position of teacher in an organisation that will enhance horizon my knowledge and skill sets, immensely creative and give me chance to prove myself in the area of my interest. Dedicated to research methods and a strong desire to know today's new technique of learning and teaching. Actively works to connect students to their materials to live and transform their career.

Key Strengths:

- Leadership
- Public Speaking
- Time Management
- Writing
- Interviewing
- Organize And Manage Community Awareness Activities
- Strong Decision Maker

Experience

1. Presently working with “SRM Institute of science and Technology” as Assistant Professor of French at Modinager.

2 . Worked with the **HSBC Electronic Data Processing for France** from October 2017 to till Jan 2023 as French Analyst.

Roles and Responsibility:

- ☞ Ensuring the HSBC policies and guidelines are followed while processing of approvals of payables and receivables payments.
- ☞ Participated adept in providing analytical Support to key business Applications /solutions. Ensuring HSBC audit guidelines are adhered to and acted upon as a daily practice.
- ☞ Keeping an analytical eye on the client information and ensuring that all payments are made to the right party and that HSBC data and clear desk policy is adhered always.
- ☞ Investigated accounting documents of transaction department and ensured compliance of each transaction with the set legal and ethical standards and solve on priority Basics.
- ☞ Reporting to managers on progress and issues, taking part in Voice chat with Business partner every week and playing role model.

2. Previously working with **Concentrix Daksh Services Pvt Ltd** as a Senior Practitioner in French Language since June 2016 to October 2017.

Roles and Responsibility:

- Translate and Solving mailing enquiry and problems of French based costumers.
- Helping to them for easy mode of purchasing on different platform of E-commerce like Amazon, ebay, Alibaba

Academic Background:

- ☞ M.A in **FRENCH** from **Banaras Hindu University** 2016.
- ☞ B.A (HONS) French Graduate from **Banaras Hindu University** in 2014.
- ☞ Intermediate (PCB) from CBSE Board in 2010. ☞ High-School from CBSE Board in 2008.

Summer Training and teaching exp:

- ☞ Worked as a **Tourist Guide** within Varanasi and Allahabad region.
- ☞ Certificate course in **Yoga** from **Banaras Hindu University**, Varanasi in 2013.
- ☞ Teaches **FRENCH** in **Sainik Residential school Varanasi 2015 \$ Henry Harvin Education** in 2022.

Computer Proficiency:

- ☞ Basic Knowledge of Computer.
- ☞ Basics of M.S EXCEL.

Co-curricular Activities:

- ☞ One year experience of work as coordinator in (2013-14) of "**Academie a Dicussion Forum**" BHU.
- ☞ Worked as a member of Executive Committee (2012-13) of "**Academie a Dicussion Forum**" BHU .
- ☞ Attended workshop on **Expectation of industry from young mangers** organized by UPPC Cell BHU .
- ☞ Successfully completed level 2 from **Alliance Française Pondichéry** in 2015.
- ☞ Attended five Weeks **Workshop on Employability Skill Development Program** organized by Academie.

Personal Details:

Father's Name : Mr. A.B.Mishra.
Date of birth : 20th JULY 1993.
Languages known : French, English and Hindi.
Gender : Male.
Marital status : Unmarried.
Hobby and Special Interest : Photography , I love negotiating with challenges and work even in adverse situation.

Declaration:

I hereby confirmed that all the statements made in the above application are true and correct to the best of my knowledge and belief.

Place: – Delhi

Date :

Varun Mishra