

# Fatma Oktaviani

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## SUMMARY

Mandarin Translator with Mandarin & English skills, experienced in Translation, Localization, Purchasing and Administrative work.

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## EDUCATION

### Universitas Indonesia

Bachelor of Humanities: Chinese Studies

GPA: 3.63

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## EXPERIENCE

### CTC Translation & Localization Solutions Limited

May 2022 - Present

#### Translator (CN-ID, EN-ID, CN-EN)

- Translating and proofreading Chinese and English novels and comics to Indonesian and English
- Ensuring the translation and glossary quality in accordance with the client's requirements

### Transn IOL Technology Co., Ltd.

Oct 2022 - Feb 2023

#### Translator (CN-ID)

- Translated Chinese novels to Indonesian

### Funsoft Mobindo Indonesia

Sep 2022 - Dec 2022

#### Translator (CN-ID)

- Translated Chinese novels to Indonesian

### PT Waktu Cipta Dimensi

Feb 2021 - May 2022

#### Purchasing Staff (Mandarin Speaker)

- Compiled list of purchases by considering market surveys and goods sales
  - Contacted suppliers for prices and other considerations
  - Created purchase orders and recorded orders
  - Made weekly & monthly report of purchased and shipped goods
  - Filed complaints to suppliers and expedition company if there are problems with the goods
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## SKILLS

- Microsoft Office
  - Analytical reading & writing
  - Reporting
  - Translating
  - Adaptability
  - Critical thinking
  - Teamwork
  - Self-disciplined
  - Attention to detail
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## LANGUAGES

- Bahasa Indonesia (Native Speaker)
- English (TOEFL ITP: 610)
- Chinese (HSK 4: 285/300)