**MOHAMED ABDIRISACK Nairobi, Kenya**

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**Overview**

**MALE SOMALI**

**D.O.B:12rd/JUN/1992**

A highly motivated professional Procurement officer with a verifiable record of accomplishment spanning one, a dedicated translator with 7 years ‘experience. Highly creative, recognized as a results-oriented and solution- focused individual. Areas of strength include:

|  |  |  |
| --- | --- | --- |
| * Problem Collections and solving
 | * 
 | * Future oriented
 |
| Skills | * 
 | * Communication Skills
 |
| * Organizational Skills
 | * 
 | * Time Management Skills
 |
| * Computer Literacy
* Works as a Team Player
 | * 
* 
 | * Research Abilities
* Friendly and social
 |

**Education**

* 2012-2015: International general certificate of secondary education (IGCSE)
* 2005-2012: Kenya Certificate of Primary Education (KCPE)
* 2003-2011 Jawhar al islam academy, I obtained high school diploma (thanawiyah)
* 2016: certificate in Project Search and Rescue, Prodevia Learning Centre.
* 2017-2021: Bachelor of BBA, Kenya Methodist University.

**Other package and computer skills**

* QuickBooks
* WordPerfect, Microsoft Word.
* Strong skills in Advanced Microsoft Excel.
* Literate of Microsoft office as a whole including power-point and outlook.

**Language skills:**

**indicate competence on a scale of 1 to 5 (1–excellent;5–basic)**

|  |  |  |  |
| --- | --- | --- | --- |
| LANGUAGE | SPEAKING | READING | WRITING |
| SOMALI | 1 | 1 | 1 |
| ENGLISH | 1 | 1 | 1 |
| ARABIC | 1 | 1 | 1 |
| SWAHILI | 2 | 1 | 1 |

**PROFESSIONAL SKILLS/WORK EXPERIENCE**

* **Professional freelance translator**:
* Translator of English to Somali.
* Translator of Arabic to Somali
* I do interpretations:
* over phone
* Skype business.
* Member of online freelance organizations like:
* PeoplePerhour
* Proz.com
* Upwork.com
* freelancer.com
* SimplyHired.com
* Translatorscafe.com

Use CAT-tools (computer assisted translation)

## OMEGAT

##  SDL TRADOS STUDIO (2017)

## MEMOQ AND WORDFAST

## Matecat

## TMS

##  SmartLing.

I have experience in all subjects of matter including:

* **Medical, (Health care, medications, and so on)**
* I translate Drug Leaflets, Information about how to use medications

(Prescribed drugs, over counter medicines).

* Healthcare programs (Medicaid, Medicare, etc.)
* HealthCare surveys (Hospitals, Clinics).
* Health Insurances**.**
* Natural resources
* **pharmaceutical** industry

**Other Areas include:**

* **Sciences (Life Science, Environmental science)**
* **Law**
* **Defense**
* **Education**
* **Software and Mobile Applications**
* **Android Applications**
* **Technology and Automation**
* **Technical**
* **Engineering architectural contents**
* **Construction**
* **Computer & Games**
* **Mobile and Application**
* **Construction and Properties.**
* **Engineer and design.**

Get more at <https://mohamedabdir.mytranslation.co/>

**Main Clients**

* **Amazon**
* **China Mobile**
* Google
* **Alibaba**
* **Samsung**
* **USRAP**
* **AMISOM** (African Peace Keeping Mission in Somalia)
* **UNSOM (United Nation Mission in Somalia)**
* All **United Nation Agencies** Working in Somalia

**2. Finance officer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (from–to)** | **Position** | **Company/org.** | **Location** |
| 10-2015–9-2016 | finance officer | Gurhan Trading Company Inc | Mogadishu |
| Responsibilities.1. Check and Verify payment vouchers and other financial transactions before being processed.2. Booking the cost into books in accounting system3. Post accounting transactions into Aggresso financial system for easy follow up and reporting.4. Prepare EBRS (electronic bank reconciliation sheets)on monthly basis.5. Verify Implementing partners’ financial reports.6. Prepare budget monitoring and share with PMs on monthly basis.7. Follow up on advances and refunds completion8. Participate in preparation of financial reports, budgets and budget monitoring for projects in SC.9.instruct workers on behalf of the manager |

**3. administrative assistant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (from–to)** | **Position** | **Company/org.** | **Location** |
| 02-2016-up to date | Assistant manager | Gurhan trading company,inc | Mogadishu |
| Responsibilities. Work with survey enumerators, project assistants and officer to administer survey tools in the field and make sure quality and reliable data is collected. Translate surveys from English to Somali for the non-English speaking colleagues in the work field to ensure quality data is collected and back to English when reporting.Support the analysis of beneficiary data collection using various tools. |

Document lessons, testimonies and stories for program learning from the field.

Supervise the implementation of trainings, in the assigned areas of work.

 Participate in the registration and distribution of beneficiary ID cards, vouchers and in kind items to pre-identified beneficiaries.

Carryout anyothertask assigned.

**4. TEACHER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (from–to)** | **Position** | **Company** | **Location** |
| Jan--up toAugust2015 | English teacher | PEC school | Nairobi, Kenya |
| Responsibilities.* planning, preparing and delivering lessons to a range of classes and age groups.
* preparing and setting tests, examination papers and exercises.
* marking and providing appropriate feedback on oral and written work.
* devising, writing and producing new materials, including audio and visual resources.
* organizing and getting involved in social and cultural activities such as sports competitions, school parties, dinners and excursions.
* attending and contributing to training sessions.
* participating in marketing events for the language school.
* preparing information for inspection visits and other quality assurance exercises.
 |

**5. Accountant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (from–to)** | **Position** | **Company** | **Location** |

|  |  |  |  |
| --- | --- | --- | --- |
| April-2016 Jun 2016 | Billing management assistant officer | wardoontel | Mogadishu |
| Responsibilities.I worked here partially, I was on duty 2 days per week.* Issue invoices to customers
* Issue monthly customer statements
* Update customer files with issued invoices
* Process credit memos
* Update the customer master file with contact information
* Track exceptions between the shipping log and invoice register
* Enter invoices into customer invoicing web sites
* Submit invoices by electronic data interchange
 |

**Special interests:**

Aerobics,

Internetbrowsing.

Reading and writing.

Politics.

**Professional association membership**

* 1. Member of TAYDA (Tayo Youth Development Association)
	2. Member of youth citizen entrepreneurship

3. Investopedia

4.prodevia.

5.member of ATM (Anti-Tribalism Movement)

**DESIRABLE AND POTENTIAL SKILLS**

Can meet tight deadlines

Can work under pressure with less supervision

Decision maker and responsible for his own action/decision

Social and leadership ability

**REFERENCES;**

References will be provided upon request.