

TRANSLATOR'S RESUME



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Name : Shakirah Zain

PERSONAL PARTICULARS

DOB : 6th July 1965

Location : Based in Malaysia

Languages: Malay-Mother Tongue
: English

QUALIFICATIONS AND CREDENTIALS

Primary school: Green Lane Convent 2 National Primary School, Penang, Malaysia (1972-1981)
BA Acct (Hons) , Ealing College, Thames Valley University, London 1987
Certificate in Translation – Malaysian National Institute of Translation-2004
Lifetime member of Malaysian Translators' Association

LANGUAGE PROFFICIENCY

Malay is my mother tongue while English is as familiar. Scored distinctions for Malay and English Language in the major examinations. Spoken and Written English since the age of 5 (five). Lived and studied in Australia and England among the locals for a total of 8 (eight) years.

PREVIOUS WORKING EXPERIENCE

- Internal Auditor with Island and Peninsular Bhd
- Project Accountant with KLCC(Holdings) Sdn Bhd, Kuala Lumpur City Centre Berhad
- Financial Controller with Meadow Plus Sdn Bhd, Construction Company with PKK Class A & CIDB G7

GENRE TRANSLATED ENGLISH<>MALAY

- Company Annual Reports (**Winner of Best Annual Report –Malay Translation Category 2008 (NACRA)**)
- Company Prospectuses
- Banking – Terms and Conditions
- Promotional Documents
- Legal Documents and Court Proceedings
- Code of Conduct
- Company Mission and Vision
- Standard Operating Procedures
- Marketing - Creative copies
- Surveys and Questionnaires
- Birth/Death/Marriage/Divorce Certificates
- Resume/Curriculum Vitae/Transcripts
- Fiction & Non- Fiction Publications
- Website Localisation
- Medical & Pharmaceuticals
- Informed consent forms
- Surveys and information leaflets
- Training Manuals and Materials
- Course Materials & Guide
- Electrical Items Operations Manual
- Military Communication Equipment Op Manual
- Software Interface
- Mobile phones, GPS Equipment, Computer Software
- Press Releases
- Scripts for Documentary and Drama/Sitcom
- MSDS

LIST OF CLIENTS

- | | | | | |
|-------------------|--------------------|-----------------|----------------------|--|
| • Air Asia | • McDonalds | • Google | • Sunway Corp | • Central Bank of Malaysia |
| • Sony | • Avery Dennison | • Yahoo | • Suncity | • RHB Bank Berhad |
| • Nokia | • Procter & Gamble | • Microsoft | • Reckitt Benckiser | • Citibank Malaysia Berhad |
| • Titan Chemicals | • TM | • Dell | • National Panasonic | • Hong Leong Bank Berhad |
| • Pfizer | • Mingoville | • Intel | • Facebook | • Sapura Telecommunications |
| • Petronas Mitco | • Schlumberger | • IBM | • Almac | • Standard Chartered |
| • Route 66 | • Loreal | • Philips | • JVC | • Australian Customs and Border Protection |
| • Kenexa | • Ikea | • Siemens | • Nestle | • Public Bank Berhad. |
| • Astra Xeneca. | • Marlboro | • GKN | • JWW Marriott | • National Semiconductor |
| • Nav 'N Go | • Hotels.com | • Shell | • Motorola | • Human Genome Sciences |
| • Expedia | • Beckers | • Caterpillar | • MDeC | • Open University Malaysia |
| • Boffin | • Volvo | • australia.com | • Starcruises | • TV3 Malaysia |
| | | | • 4shared.com |and many more |

SOFTWARE AND HARDWARE

Software : MS Office, OpenOffice, Adobe Acrobat, Winzip
CAT: Trados 7.0, Trados 2007, Trados Studio 2009, SDLX, Logoport, Translator's Workspace, Localisation Studio, Idiom, Wordfast, POedit, XTM

Hardware : Desktop, Laptop, Modem, Fax, C Copier/Printer/Scanner

RATES AND CAPACITY

	USD per source word
Translation (EN<>MS), Daily output: 2500 words	0.10
Editing (EN<>MS), Daily output: 7500 words	0.05

*Note: The above rates are negotiable

30 September 2010

Proofread (EN<>MS), <i>Daily output: 12,000 words</i>	0.04
Min Charge (<200w)	30.00
Hourly Rate	40.00