**COVER LETTER ABDI ALI ABDULLAHI**

**Email: abdullahiabdiali170@gmail.com**

**Phone number: +254720576661**

Dear Sir/Madam,

I am a freelance translator/Interpreter based in Nairobi, Kenya. I fluently speak Somali (Native), English and Swahili languages.  My fluency in these languages coupled with my friendly and professional conversational skills helps me to interact with all classes of clientele. With my years of translation experience and my proven academic abilities I believe I have a lot to offer your company.

My background in successfully translating materials from English to Somali (or vice versa) prepares me to meet your needs and requirements for this project. With my proven history of providing meticulous and reliable translations to achieve the closest matches in context/meaning—along with my strong communication and time management skills—I am ready to extend my record of excellence to you.

Delivering excellent translation services while meeting all requirements and deadlines in numerous freelance positions over the past 4 years. The experience that I will bring on board includes but not limited to ensuring seamless style, context, and overall meaning in the target language for all translated materials while applying proper language parameters such as grammar, syntax, semantics, and appropriate terminology.

I am confident that I can be a valuable asset to your organization. I am a hard worker with a dedication to excellence. I am also a team player, and I am confident that I can work well with your other employees. I am eager to learn and I am confident that I can meet the challenges of this position.

I would like to thank you for your time and consideration, and I look forward to hearing from you soon.

Yours Sincerely,

Abdi Ali Abdullahi

**CURRICULUM VITAE**

**PROFESSIONAL PROFILE.**

Passionate multilingual translator with 4 years experience in Somali-English translations and over 4 year with English-Somali and Somali -Swahili translations and vice versa in **the** **field** **of** **Subtitling and** IT **such as Translations of Websites and Mobile applications and Contents related to Information, science and technology.** I have Successfully translated over 300 complete projects, ranging from documents to entire websites.

**ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

·         Bachelor’s Degree from the **University of Nairobi, Kenya**

·        Certificate of Secondary School of Education

·         Practical knowledge on implementation of projects including programmes in an emergency context.

● 4 + years’ experience in translations of Websites and Apps.

·         4+ years experience in the field of translation in Post Conflict society and Refugee Context.

●4+ years’ experience in **Subtitling of Videos.**

·         Proficient in; word, excel ,etc

·          software apps that are core in translation services.

**PROFESSIONAL EXPERIENCE.**

**SENIOR TRANSLATOR-KENYA RED CROSS, DADAAB, KENYA**

**Period: January 2022-Present**

**Key Responsibilities**

**●**Review, translate and edit a range of documents (**Mainly related to Information, science and technology such as Websites, Mobile App etc)** to ensure all standards are applied and consistent.

**●**Conduct **Translation of Medical related documents, Review of Medical documents** and ensuring the content language aligns with the English version of content.

●Understanding documents that can be highly technical or that deal with little know subjects and translating them into language that is easily understood by readers despite the ambiguities, inconsistencies or the other difficulties in the original.

●Provide simultaneous interpretation using microphones, headphones during oral translations of meetings and presentations as necessary, using word processing equipment, computers and related software and standard office equipment.

●Collaborate with translation team to ensure consistent and coherent approaches to translation and interpretation that align with goals and theories of action.

●Extensive vocabulary and correct usage,grammer,spelling and punctuation of English and designated second language.

**SENIOR TRANSLATOR -MSF, NAIROBI**

**Period: January 2020-Present**

**Key Responsibilities**

* Performed various translation and interpretation (**especially Medical Content)** duties from Somali, French and Kiswahili into English, including written texts, Subtitling localization, internationalization, audio files, and live speaking presentations.
* Arranged concurrent translation during corporate meetings to allow English audience members to take part in those events.
* Translated text projects, including legal documents, website content, news articles, and corporate reports from English to Somali or Kiswahili and vice versa
* Upheld strict confidentiality policy when translating personal and diplomatic materials.
* Provided interpretation and transcription services as needed by corporate clients.
* Successfully translated over 300 complete projects, ranging from documents to entire websites, from French/Somali to English.

**PERSONAL QUALITIES AND ATTRIBUTES.**

• Vast Experience in translations of IT content such as websites and Mobile applications.

•       Hardworking, flexible and can work without supervision.

•       Curious, ready to learn and process new information.

•       Innovative and highly adaptable to new environment and people.

•       Able to meet short noticed deadlines without compromising the quality of work being done.

•       Ability to present interpretation of complex data and information in an easy manner that can be understood by everyone for future reference

•       Believer in team work and working with communities that affect the projects I undertake.

**LANGUAGES.**

|  |  |  |  |
| --- | --- | --- | --- |
| Languages | Reading | Writing | Speaking |
| Somali | Native | Native | Native |
| English | Fluent | Fluent | Fluent |
| Kiswahili | Fluent | Fluent | Fluent |
| Arabic | Good | Good | Good |

**HOBBIES.**

•       Reading and writing.

•       Playing football and Jogging.

•       Meeting new people and visiting new places.

**REFERENCES.**

**1.ABDITAJIR ABDI JAMA,**

**Productive Playhouse,**

**Email: prestj2018@gmail.com**

**Phone: +254722953887**

**2.ISMAIL HASSAN OLAD**

**Project Manager, Access 2 Interpreters**

**Email: hmp2017@gmail.com**

**Phone: +254721506702**

**3.Others are available on request.**