**CURRICULUM VITAE**

**PERSONAL DETAILS**

**Name: Abdikadir Abdullahi Ali**

**Marital status: Married**

**Address: Mogadishu, Somalia**

**Contact: +252613629132**

**Email: abdik2013@gmail.com**

**Skype ID: live: abdikabdullahi**

**PROFESSIONAL SUMMARY**

I am a multi-skilled, reliable & talented translator with a proven ability to translate both spoken and written documents from a source language to a target language (English-Somali, Swahili-Somali & English-Swahili). I am quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity & multicultural issues. I am Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

I would like to work as a translator for a successful and ambitious company that offers great opportunity for career development and progression.

**KEY SKILLS AND COMPETENCES**

* More than 7 years’ work experience in translation.
* Familiar with translation software tools
* Strong strategic, analytical & creative thinking skills
* Strong problem-solving and decision making skills.
* Self-motivated, ambitious, confident, profession and well-disciplined.
* Pro-active, innovative & result oriented.
* Fluent in written and spoken English, Somali & Swahili language
* High level of computer literacy especially in MS Office Word, Excel, Outlook
* Excellent communication skills both oral & written
* Able to prioritize work
* Ability to work under difficult conditions & under pressure with limit supervision.

**PROFESSIONAL AND EDUCATION QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **INSTITUTION** | **AREA OF STUDY** | **AWARDS** | **GRADUATION YEAR** |
| University of the People | Bachelor of Sciences | Bachelor’s Degree in Business Administration | 2022 |
| Moi University | Health Sciences | Bachelor of Science in Community Health Education | 2018 |
| Moi University | Education | Diploma of art in Education (Eng&Hist) | 2016 |
| University of Nairobi | Business | Diploma in Business Management | 2011 |
| FIPMS | IT | Certificate in Computer Application | 2009 |
| GSS High School | High school | KCSE | 2008 |

**PROFESSIONAL WORK EXPERIENCE**

**Feb 2020-Sept 2021: Translator/Proofreader, Crystal Hague Limited**

**Duties and Responsibilities**

* Translation of documents/spoken words from English- Somali & vice versa
* Process materials and translate complex text containing terminologies
* Use translation tools/software or other programs (such as word processing, desktop publishing, work flow management, MemoQ, Tirado’s and among others) to streamline the translation processes.
* Provide written translation as assigned and review translation perform by others
* Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions

**Aug 2019-Dec 2019: TRANSLATOR/ INTERPRETER/LANGUAGE ASSISTANT, HGS COMPANY/ATA**

**Duties and Responsibilities**

* Translation of documents/spoken words from English- Somali & vice versa
* Interpreting training topics both theory and practical such as knots, special charges, hand entry, post-blast investigation, rigging, disrupters, military ordinance, bomb traps, metal dictator, electricity and non-electricity, time fuse, explosive and among others.
* Provides accurate verbal and written interpretation/translation services for students at ATA
* Interpreting scenarios part for post-blast investigation in the ranges
* Helping students for interpretation in case they need help for medication when they are sick and other cases to the office of the ATA
* Facilitates communication between ATA, instructors and students or other staff either face-to-face or via a remote modality such as telephone or video
* Delivering the final words just like the original the listener/students never doubt the fact that is translated
* Translate various types of ATA documents, including training, scenarios, videos & teaching documents for the training purposes.
* Interpret and translate spoken communication during meeting, and training in ATA Centers.

**Jan 2016-July 2019: FIELD LANGUAGE TRANSLATOR, ELITE RELIEF SOCIETY**

**Duties and Responsibilities**

* Process materials and translate complex text containing terminologies
* Researching legal & technical terminology to ensure the correct translation is used.
* Conduct accurate and consecutive translation, transcription and interpretation from English-Somali and vice versa
* Accurately scan, research and translate English and Somali language documents and text
* Provide written translation as assigned and review translation perform by others
* Translate content from English to Somali using internal content management system
* Responsible for product copy modifications, additions and deletions within web-based content
* Use translation tools/software or other programs (such as word processing, desktop publishing, work flow management) to streamline the translation processes
* Triage documentations to isolate full-range of information and prioritize information
* Review audio materials and transcribe information from target language into Somali
* Accurately translate reports and texts into electronic and hardcopy formats containing facts and abstract languages

**Jan 2014- Dec 2015: FIELD LANGUAGE INTERPRETER, DRA/RAS**

**Duties and Responsibilities**

* Provide translation/interpretation for DRA staff, partners or missions, or any other inter-views DRA deems necessary to carry out its protection mandate.
* Provide interpretation for persons of concern during individual or group meetings or discussions.
* Interpret during meetings, workshops, and any other ad hoc gatherings as the case may be.
* Undertake missions to the field for interpretation and other assistance as needed.
* Translate documents, reports, video etc from and into English and Somali, as may be required.
* Provide administrative support with organization of workshops, assessments and travel plans, to include completing, typing and processing necessary forms.
* Interpret, simultaneously and word-for-word, during interviews and counseling sessions with refugees, mainly at the refugee reception area in DRA office, but also during home visits and at other locations, as requested by the relevant case worker;
* Translate texts/messages simultaneously or consecutively into English or Somali maintaining texts/messages content, context and style as much as possible
* Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions
* Compile information on content and context of information to be translated and on intended audience
* Check original texts to ensure that translation retain the content, meaning and feeling of the original materials

**PROFESSIONAL CERTIFICATION/SHORT COURSE**

ATA PBI Course#IZ18PBI01- (Post Blast Investigations) sponsored by the Antiterrorism Assistance Program Bureau of Diplomatic Security U.S. Department of State

**CAT Tools used:**

* MemoQ, Trados, Trados Workbench, a multilingual context dictionary, Ms Office such as Ms. Word &Excel. Other language program such as Spell checkers (Proofread).
* Grammar checkers (Grammarly, Reverso) and Terminology databases or online dictionaries, such as TERMIUM Plus,

**Other skills include**:

* Pharma-related translation experience from English-Somali; key drug prescription information such as:
* History taking
* Package inserts
* Warnings
* Instructions to Patients (SIGs)
* Consumer Medication Information Leaflets (CMI Leaflets)

**HOBBIES**

* Reading, Researching and Translating
* Cracking jokes with friends
* Making new friends
* Play football

**REFREES**

1. Arnav Verma: Email: cslsp@chllocalization.com: phone no: +91 70420 01472
2. Aden Kaynan Issack:, Email: aden.issack010@gmail.com, phone no: +252614993079
3. Ibrahim Aden Idow:Email: ibr.idow@gmail.comphone no: phone no: +252623629132