**Abdinasir Muse Abdirahman**

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Hargeisa Somalia

**PERSONAL PROFILE**

Looking for a challenging role so that I can use my capabilities through hard work with full determination and sincere dedication to achieve the company goals and move up the graph of my freelancing. I am committed to pursuing a career in the field of translation; further strengthen my skills and promote my experience in working globally in online. I have diploma in Literature and English and completed several translation projects. I have also strong writing and communication skills with ability to translate without machine aids.

**WORK EXPERIENCE**

1. **Al-najah Consultants and translation Center
Freelancer …….2014-Dec 2017**

Duties and Responsibilities

* Reads through or listens to material in in English or Somali, understand the meaning and context of that material, and converts it into a second language, making sure to preserve the original meaning
* Translates online, video, and television media by providing English subtitles
* Refers to online translation tools for additional assistance with translation
* Provides clients with quotes based on project length and level of complexity
* Follows up with clients to ensure satisfaction and understanding
* Adheres to industry quality standards established by the Association of Translation Companies to ensure that all completed work follows legal and ethical obligations
* Translates a variety of documents including literary, legal, research, technical, scientific, educational, politics, media, history and commercial materials.
* Carry out any other duties based on organization needs such as data entry proofreading or editing text.
1. VSF Germany

Somali to English Translator………Jan 2018 to current

* Work with foreign staff to assist translation in the community for easy understanding.
* Translate Articles, video recordings, reports and meeting minutes
* Carry out all the translation activities including voice.
1. International School of Excellence..
English Teacher-May 2017 -Current (Part Time job)
* **planning**, preparing and delivering lessons.
* preparing teaching materials.
* helping pupils improve their listening, speaking, reading and **writing skills** via individual and group sessions.
* checking and assessing pupils' work.
* organizing and running specialist courses.
* attending social events

**EDUCATIONAL BACKGROUND**

1. **Gollis University**
* Diploma of Literature
* Diploma of office packages
1. Eelo American University
* Diploma of English
1. SOS HG SHEIKH SECONDARY SCHOOL
* General Certificate of Secondary Education (GCSE)
* International General Certificate of Secondary Education (IGCSE) O level

**Personal skills and Core Qualifications:**

* Ability to interpret one language to another.
* Strict to time and passionate to work online
* Excellent knowledge of proofreading marks
* Punctual and work with limited supervision
* Knowledge of translation softwares
* Ability to type more than **45** words per minute
* Active listening and content understanding skills
* Ability to meet timelines.
* Ability to communicate clearly and concisely
* Ability to work with frequent interruptions and perform multiple tasks.

**LANGUAGES**

* Somali mother tongue
* English Excellent in both speaking and writing
* Arabic can communicate

**Reference**

Available upon request