

Ahmed Ahmed

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E-mail: - **ahmedbest36@gmail.com**

Year; 2021

Subject; **Job Application**

I am writing my keen interest to join your company.

I am enthusiastically applying for this place because I firmly believe that a combination of my natural ability, personality, and work experience all make me a perfect man for this role. As a talented and experienced man in Translation, transcription and Subtitling, I am intimately familiar with key competencies for the role, such as English to Amharic Translation, Audio/video Transcription, I would bring a value to a company like yours through my experience and my positive attitude.

My strength includes, but not limited to the following

- Identifying critical issues and driving forward action plan to improve performance
- Ability to work under pressure
- Broad knowledge of terminology in several sector such as Economics, Medical, Politics, Law and Culture
- Ability to convey concepts from source language to target language
- Making informed decision, taking action and dealing with conflict in professional and mature manner
- Experience in carrying out complicated negotiations with all involved parties
- Best leadership experience
- Working ability with many software

Hence I hereby respectfully submit this application letter in anticipation of employment opportunity in your organization.

I have attached my personal and education back ground for further details looking forward to your kind consideration.

Given my area of specialization and relatedness of the activities of your esteemed organization; it would be my greatest pleasure if I am given the chance to join your organization.

Thank you for the time you have taken to consider my application and I eagerly look forward to hearing from you.

Yours sincerely

Ahmed

Curriculum Vitae

1. Personal details

Name----- Ahmed Ahmed Seid

Sex ----- --Male

Birth date-----1991

Healthy ----- Excellent

Place of Birth ---- Jinka, Ethiopia

Nationality -----Ethiopia

Address-----Mobile: +**251912772136**

E-mail: - ahmedbest36@gmail.com

2. Academic History

| S.N | Duration | Award | Institution | Place |
|-----|-----------|--------------|--------------------|---------|
| 1 | 2010-2015 | B.Sc. Degree | Hawassa University | Hawassa |

3. Language

| S.N | Language | Understand | Speak | Read | Write |
|-----|----------------|----------------------|----------------------|----------------------|----------------------|
| 1 | Amharic | Advanced (Native) | Advanced (Native) | Advanced (Native) | Advanced (Native) |
| 2 | English | Advanced (fluent) | Advanced (fluent) | Advanced (fluent) | Advanced (fluent) |

4. Work Experience

Here my work experience through which indicated where I have been practiced on which I did, the duration of time I took part in that specified organization and roles, duties and responsibilities I have been performing throughout my work experience.

| S.N | Company | Position | Duration | Duties and Responsibility | Pay |
|-----|---|--|---------------------------|--|-----|
| 1 | ✓ SINOHYDRO Corporation Limited | Office Engineer | July-2015 to Aug -2018 | - Project Planning -Project Scheduling -Quantify The Project | Yes |
| 2 | ✓ SINOHYDRO Corporation Limited | Part-Time Translator | July-2015 to Aug -2018 | - Legal Translation -Construction Document Translation - Rules and Regulation Translation | Yes |
| 3 | ✓ GTZ International Service | Full-Time Translator /Interpreter | Sep-2018 to Feb-2020 | - Legal Translation -General Translation -Medical Translation | Yes |
| 4 | ✓ Pacteriaedge ✓ Appen ✓ N K Localization ✓ Qtrans Language Solution Global ✓ Mission Translate ✓ ZOO Digital Group And ✓ A lot of Private Company | -Freelancer/Translator -Translator -Transcriber -Web Researcher -Data Entry -Social Media Manager -Annotator | Since Feb-2020 to Present | -Translation (Medical, Legal, General, Tourism, Financial, Cosmetics and Transport) -Transcription -Proofreading -Subtitling -Web research -Data Entry -Data Analysis -Social Media Management -Social Media Marketing | Yes |

5. Computer skill: -

- In-depth knowledge of CAT Tools, Loft 1 and Loft 2, Google Sheets, Google Doc, and MS Excel.

-Expert in all version of Microsoft office Excel, Word and Power Point

-Experienced in project management and scheduling software (Primavera and MS project)

-Design software AutoCAD, AutoCAD civil 3D, Etabs software.

6. Personal Skills and Competences

- Ability to work under pressure
- Broad knowledge of Terminology in Several sector such as Economics, Medical, Politics, Law and Culture,
- Creative, self-start, quick learner, ambitions, hardworking and committed.
- Ability to convey concepts from source language to target language
- Team work skill (ability to maintain effective working relation)
- Strong quantitative and analytical skills

7, Hobbies: Reading Books, participating in environmental issues, listening music, watching movie discovering of Engineering, and, studying a new language