

AREAS OF EXPERTISE

*Translating*

*Area of expertise:*

*Statistics Mathematics*

*General topic*

*Tourism*

*Engineering*

*Proofreading*

*Web translation*

*Data Entry*

*Data analysis*

PERSONAL SKILLS

*Detail orientated Well organized Friendly & flexibles*

PERSONAL DET AILS

*Azwa M*

*6189, Jalan Nuri 8,*

*Bandar Putra,*

*81000 Kulai, Johor*

*Malaysia*

*M: +60 177847017*

*E: ribenapet@gmail.com*

*DOB: 1 April 1988*

*Nationality: Malaysian*

Azwa Mohd

Freelance Translator – English To Malay

PE RSONAL SUMMARY

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

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORKING EXPERIENCE

***Freelance***

TRANSLATOR June 2014 - Present

Working freelance for a translation agency providing a translation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

***Duties****:*

* Translate survey form in many topics:-

1. US government – Food Scheme
2. Surveys on Tourism, internal communication, & etc.
3. Web translation on vape/vapor flavor.
4. Article on Chemical in general.

KEY SKILLS AND COMPETENCIES Familiar with all kind of document.

Excellent communication and social skills. Able to work to tight deadlines.

Highly skilled in Microsoft Office.

Able to prioritize work & flexible on submission date

ACADEMIC QUALIFICATIONS

Bachelor of Industrial Statistics (Honours) ***2007 – 2013***

REFERENCES – Available on request