

## AMILDAWATI BINTI MD ISA

Bachelor (Hons) of Electrical Engineering (Major Telecommunication) &  
Freelance Translator

### Permanent Address

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## PERSONAL PROFILE

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. I am excellent in working with others to achieve a certain objective on time and with excellence.

## EDUCATION

- 2000 - 2004      **Universiti Teknologi MARA, Malaysia**  
Bachelor of Engineering (Hons.), Electrical Engineering (Telecommunication)
- 1997 - 2000      **Politeknik Kota Bharu, Malaysia**  
Diploma in Electrical Engineering (Electronic)
- 1995 - 1996      **Sekolah Menengah Vokasional Sungai Buloh (Electronic)**

## WORKING EXPERIENCE

**PSI INCONTROL SDN BHD, SELANGOR (Mar 2012)**

**SENIOR PROJECT CONTROLLING, MONITORING & GOVERNANCE, PROJECT MANAGEMENT OFFICE DEPARTMENT**

- Support the department quality assurance role by arranging health checks, logistics support for training courses etc. and support facilities requirements for P3O.
- Responsible for providing specialist hands-on support for program and project managers.
- Improving planning and delivery process by collecting and providing timely provision of portfolio, program or project funding and effective financial control.
- Identifies where cross-project dependencies exist and track / monitor these in support of the Program/ project manager.
- Control and monitor project spending against forecast and budgets, and participate in monthly project management costing review sessions.

- Provide planning and cost controlling support for all projects which includes variation reporting, monitoring of milestone progress.
- Responsible to control and monitor project total expenditure including verifying and checking of invoices and claims from suppliers, vendors and subcontractor to ensure all project expenditure are captured and properly recorded.

## **DETAIL PROCEDURE:**

### **Project Planning:**

- Update the Task and Issue Management System (TIMS) & Planning Milestone assignee in PSI Business Desk (PBD)
- Ensure Sales submitted the Sales Calc. (Project Cost and hours) to PMO Department and discuss with Project Manager
- Generate the Project Management System (PMS) file with consultancy from Engineering department and other relevant department together with Project Manager.
- Produce and update the Standard PMS Forecast Table with reference to the Sales Calc.
- Develop and maintain the program or project financial control, paying particular attention to audit requirements.
- Develop and maintain the program or project costs and, where applicable revenue.
- Analyze project financial information, review and track program or project cost and revenue, calculate and analyze cost variance.
- Manage invoicing and collection activities
- Consolidate monthly financial reports for the Project Managers for the inclusion in the status report which is usually performed during the last day of PMS closing session.
- To advise on cost control and opportunities for saving and govern adherence to accounting procedure.
- To ensure Sales created the Project Charter into TIMS and ensure all the stakeholders have acknowledged the tickets and report the result into the upcoming Alignment meeting.
- To ensure then Customer Deliverable Form (COF) to be filled and sign off and stored for Audit purpose.

### **Project Execution and Monitoring:**

- To discuss with all stakeholder together with Project Managers on the Production Planning Meeting (PPM).
- To discuss by monthly with each Project Managers on project risk and issue also update the risk management and tracked until closure.

### **Project Billing**

- To raise TIMS and assigned to respective Project Managers and ensure billing raise as per Project Manager forecasted.
- To update the department Billing KPI Tracker this will then be used as part of the Success Card tracking.

## **DANCOM SYSTEM SDN BHD, PETALING JAYA, SELANGOR (JAN 2005 – FEB 2012)**

### **PROJECT COORDINATOR & ASSISTANT PROJECT MANAGER, ENGINEERING DEPARTMENT**

- Support Project Managers on plans and the execution of project according to ensure proper coordination implementation and monitoring of project activities to guarantee budget, scope and timing of the project.
- Ensure compliance to and fulfilment of project commercial contractual technical specification, commercial terms and conditions.
- Ensure achievement of profit margin forecast for assigned projects.
- Responsible for project status and performance and update to project manager

- Review contract to determine the documentation requirements and coordinate with the respective team members to ensure customer contract requirements are met.
- Work closely with internal project teams to ensure timely and quality submission of documentation.
- Assist Project Manager on the risk management to minimize project risks.
- Attend weekly project meetings as requested by Project Managers and keep detailed meeting minutes for publishing to project team.
- Prepare and present to the manager weekly or monthly report of project operations.
- Execute invoice applications after work completion.

## FREELANCE EXPERIENCE

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### A. Translation, proofreading and QA English to Malay and Malay to English (Jan 2015 – Present)

#### Primary domains are:

- Marketing
- Medical
- Webpage
- Games
- E- Commerce
- Finance
- Computer
- Advertising
- Automotive
- Human Resource
- Tourism
- Legal
- Entertainment
- Sport

#### MAYRA ENTERPRISE, Noida India (2018- Present)

- **Recording** English Script into Audio

#### ANDOVAR Pte Ltd, Singapore (2018- Present)

- Evaluate translation for **Games** from English>Malay
- Translation of ABB CRT for **Medicine** from English >Malay

#### BRAAHMAM (2018- Present)

- Translation of **Nike\_Marketing Content** from English > Malay

#### **GTE LOCALIZED, VIETNAM (2018 – Present)**

- Translation and Review of **Product guide** and **Micron technology** from English>Malay

#### **LITERARY LANGUAGE MIND (2018- Present)**

- Translation, Editing of **Microsoft & Engineering** from English> Malay

#### **LINGUA TRANSLATION LIMITED, UNITED KINGDOM (2018 – Present)**

- Translation of **live Tweets** for football match (Manchester City) from English>Malay

#### **REBUILD BABEL, TEXAS (2018- Present)**

- Translation **Income Tax** from Malay>English

#### **Trans IOL Technology Co.,Ltd, Singapore (2018 – Present)**

- Translation **Marriage Certificate** from Jawi <> English

#### **QUOTSYNC TECHNOLOGIES CO., LTD, CHINA (2017- Present)**

- **Policy Document** (Term & Condition of Contract) translation from English > Malay
- Translation **E-commerce Alibaba** from English> Malay

#### **WORDS IN VIDEO, NEW DELHI (2017- Present)**

- Translation **Malay Oral Test Certificate** from Malay>English
- Translation **Certificate of SPM** from Malay>English
- Translation **School Leaving Certificate**
- Translation **Certificate Of Practical Work Assessment School**

#### **MNH Language Solutions (2017 – Present)**

##### **Translation English > Malay for Movies (Subtitle)**

- A good year
- Oceans 12
- The Boy in the Striped Pajamas
- X-men First Class Feature Trailer

#### **HONEY TRANSLATION SERVICES, CHENNAI (2016 – Present)**

- Translation **Job Center Authentication** from Malay>English
- Translation **Application Letter** from Malay>English
- Translation **Degree Certificate** from Malay to English
- Translation **Birth Certificate** from Malay > English

### **EC Innovations Chicago (2016 – Present)**

- Translation **Tourism** from English >Malay

### **LEANLANE, UKRAINE (2016-Present)**

- Translation Dimira Apps **Software** from English>Malay
- Translation Plumbytes **Software** from English> Malay
- Proofreading Dimira Apps **Software** from English>Malay
- Proofreading Tweakbit **Software** from English>Malay

### **CCJK TECHNOLOGY, CHINA (2015 – Present)**

- Translation **Games** from English > Malay
- Translation **Medical** from English >Malay
- Review **Computer** from English > Malay
- Proofreading **Gaming and Video** from English > Malay
- Review **Advertising and Marketing** from English > Malay
- Review **Automotive** from English >Malay
- Translation **General** from English >Malay
- In- Language coding : Malay (Malaysia)\_coding

### **INTERSPHERE, KOREA (2015 – Present)**

- Transcribe **News** (Audio to Text) Malay to Malay
- Transcribe **Cosmetic Product** (Audio to Text) Malay to Malay

### **B. Data Entry (Mar 2017 – Present)**

- Key in data from pdf file into excel

### **C. Drafter (Jan 2000 – Present)**

- Prepare Technical Site Survey Report
- Prepare and submit AutoCAD drawing by using AutoCAD software

## **SKILLS & PROFICIENCY**

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Language	Proficiency	Description
English	Good	Spoken and written
Malay	Good	Spoken and written

## Software Skill

	Software	Proficiency	Description
Design	AutoCAD version 2017	Intermediate	Tools for AutoCAD drawing
Office Tools	Microsoft Office (Word, Power Point, Excel, Project, Visio)	Advance	Tools for documenting and presenting important documents
Translation Tools	Trados 2017, MemoQ	Advance	Tools for translation, proofreading and editing

## RATE

Translation	0.07 Euro/word
Proofreading	0.04 Euro/word
Editing	0.05 Euro/word
Subtitle	3.0 Euro/min
Voice Over (Non-Studio work)	30 Euro per hour
Transcription (Audio > Text)	3.0 Euro/min
Evaluation	18 Euro per page

## REFERENCE

Ms Anna Yang  
Project Manager of CCJK  
Email : anna.yang@ccjk.com

Ms Jennifer Vuong  
Project Coordinator of GTE Localized  
Email: jennifer.vuong@gtelocalize.com