**CURRICULUM VITAE**



**Name** : Daliah Khalid

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Address : No. 2, Jalan Tiara Setiawangsa 3

 Taman Tiara Setiawangsa

54200 Kuala Lumpur

Malaysia.

**Services**  : Translation and Editing

**Language pair**  : English to Malay/ Malay to English

**Credentials** : i. Certificate in Translation from The Malaysia

Institute of Translation and Books (Certificate no.1585).

 ii. Certificate in Editing from Institute of

 Translation and Books Malaysia (Certificate

 no. 1939)

**Area of specialization** : Human Resource, Science and Technology,

Bussiness, Management, Mass Communication,

 Advertising, Social Science, International Relation,

 Language, Tourism, Hospitality, Sports, Technical/Skills

 Training.

**Translation Capabality** : 2000 - 2500 words in 24 hours

**Translation Experience** : i. More than 15 years translating reports,

Contracts and agreements,

Research findings,working papers,

Meetings’ documents, articles, proposals

 papers, intervention notes, speeches in both

 English and Malay as part of work

 assignments.

ii. Became full time freelance translator since January 2014.

**Language proficiency** : i. Native speaker of Malay and an expert user

of English.

 ii Educated in English from primary school up

 to tertiary Education.

 iii. Stayed and studied in United State of

 America for 2 years.

 iv. Worked as Director of International

 Affairs Division which requires good

 commmand of English both speaking and

 writing and strong ability to translate and

 interprate from English to Malay and from Malay to English..

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**Education** : i. Msc. Human Resource Administrtaion

 University of Scranton USA.

 : ii. Bachelor Degree in Sociology, University

 Malaya, Malaysia.

**Work Experience** : i. Contract and Procurement Officer at Yellow

Pages Malaysia.

 ii. Research Officer at Ministry of Culture and

 Tourism Malaysia.

 iii. Deputy Director of International Affairs,

 Ministry of Culture and Tourism Malaysia.

 iv. Head of Youth and Entrepreneurship

 Sector, Ministry of Youth and Sports,

 Malaysia.

 v. Head of Youth Skill Development Sector,

 Ministry of Youth and Sports, Malaysia.

 vi. Director of Youth Development Division

 Ministry of Youth and Sports Malaysia.

 vii. Director of International Affairs Division

 Ministry of Youth and Sports Malaysia.