**CURRICULUM VITAE**



**Name** : Daliah Khalid

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**Mobile no.**  : +6014 3960412

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.