**Freelance Translator**

**Current**

* Written translation from Arabic to English.
* Spoken interpretation.
* Documents editing.

##### **Khalejina Productions- Dubai unitied Arab of emirates/ telephone sales represntative**

##### decmber 2019- may 2020

* Answering phone calls to discuss with costumers.
* Being the principle point of contact.
* Adhering to any and all company policies and procedures.
* Making sales appointments with clients.

##### **United nations world food programme/ telecom support**

##### decmber 2018- march 2019

* Operating radio equipment
* Turn controls or throw switches in order to activate power, adjust voice volume and modulation, and set transmitters on specified frequencies.
* Installing VHfs/ HF including docking stations.
* Conducting periodic equipment inspections and routine tests in order to ensure that operations standards are met.
* Examining and operating new equipment prior to installation in order to ensure that it performs properly.

Fatima-alzahra’a Nadir muhammed

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 +249 909861453  
  
email:  
fatosh2nader@gmail.com  
birthdate: 1997 april 21st.   
marital status: single.   
nationality: sudAnese.

# objective

To build a long-term career with opportunities for career growth.

## Skills & Abilities

* Excellent writer
* Fluency in Arabic and English.
* Proficient in editing documents.

## languages spoken

* Arabic-fluent/ native
* English-fluent
* French-basic

##### **SUR INTernational investment ltd/ junior merchandiser**

##### august 2018- october 2018

* Maintaining sales and inventory records.
* Planning advertising displays and sales promotions
* Check the new development order sheet
* Assure all orders in production line are running smoothly
* Handle all technical problems with customers
* Assure all payments are done on time
* Know all the updates in other departments
* Send records and follow up sheets of all orders
* Issue Performa invoices, Invoices, Production orders, Delivery permissions and Final Invoices.

#### sudan cultural centre/ languages and arts centre, khartoum

##### november 2016- March 2018/ teacher

* Created an English communication workshop.
* Managed and taught a free English club every Thursday.
* Managed adds.
* Edited and reviewed all documents.

#### render construction company, khartoum

##### october 2016- november 2016/ Personal assistant

* Acting as a first point of contact: dealing with Correspondence and phone calls
* Organizing meetings and appointments, often controlling access to the manager.
* Liaising with staff, suppliers and clients.

#### c-built construction company, khartoum

##### june 2013- january 2014/ coordinator

* Provide general administrative and clerical support Including mailing, scanning, faxing and copying to management.
* Answer calls from applicants regarding their inquiries
* Answer calls from customers regarding their inquiries

#### Schedule and coordinate meetings, appointments and Travel arrangements for Managers

#### Maintain office supplies for department

* Specializes in translation from English to Arabic and vice versa.

EDUCATION

#### national ribat university/ Bachelors of English and Arabic translation

* Voted to be the head of social issues.
* A member of the Students’ Association Committee.

Focus:

* English as a main major.
* Classical Arabic as second major.
* Translation theories.
* Common local languages mistakes.
* Etymology.

#### Hisham el-khalifa Private girls school/ 2012-2014

Focus:

* English language.
* Arts.
* Social skills.
* History.
* Geography.
* Math.

**AFRICAN COUNCIL FOR PRIVATE EDUCATION (ZAT EL-NITAQAYIN) / 2011-2012**

Focus:

* Religious studies.

### REFERENCES

#### marina d’errico/ researcher

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