|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | |  | **🞂HASSAN MOHAMED ABDI.**  E-mail: hassanmohamed1433@gmail.com  P. O BOX 21521-00100 NAIROBI  Phone: +254 726 313158.  Marital Status: Married.  Nationality: Kenyan,  ID No 30615397.  Religion: Muslim.  D.O.B: 1 January 1993. | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **General.**  A multi-skilled, reliable, professional translator with a proven ability to translate written documents from English to Somali and vice versa. I have previous work experience in translation and proofreading. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression  Being ambitious, self-motivated and organized man you will find resourceful and adopting to different situations, paying attention to detail and accuracy with aim of getting things done accurately, independently with minimum supervision.  CORE COMPETENCIES  Objective.  To find and nature a career in a challenging and dynamic environment that offers reward for talent and hard work thus becoming a leading and respected employee in my profession.  Core Competencies.   * Confident and poised in interaction with individuals at all levels * Trustworthy, ethical and discreet, committed to customer service. * Initiative and self driven to achieve set targets. * Operates effectively under minimal supervision and with high level of integrity. * Great communication, presentation and demonstration skills. * Systematic approach to find solutions. * Adherence to the company rules. * Positive attitude in work, penchant for teamwork. * Ability to work under deadlines and targets. * Ability to motivate people to bring out their best. * Excellent negotiation skills and experience of leading high value negotiations. * Ability to deal with a diverse range of cultures and nationalities internationally. * Efficiently maintain the relationships with key customers.   **AREER SNAP SHO**  **ACADEMIC BACKGROUND.**  **EDUCATION**  **2017 – to Date :** **UNIVERSITY OF NAIROBI**  Bachelor of Commerce  **2015 -2016 :** **MOUNT KENYA UNIVERSITY**  Diploma in Banking and Finance  **2013 – 2015 :**  **CGHU HIGH SCHOOL**  **Other Skills**   |  |  | | --- | --- | | * Translation * Proofreading * Editing * Management Accounting * Financial Management * Management * Data Analysis | * Interpreting * subtitling * Accounts reconciliation * Ability to multitask and work under pressure * Negotiation * Python language (beginner) * R language (beginner) * Data trending knowledge * Strong communication skills * Self-motivated professional |   **CAT-TOOLS**   * SQL postgreSQL * Microsoft office (Word, Excel, Access, outlook, powerpoint) * Online CAT tools (ALL)   **WORK EXPERIENCE**  2015-2018- Citycall Communication Limited   * Personal Skills * Skills Bookkeeping * QuickBooks in excel, Microsoft word and other Packages * Knowledge in video editing * Addition of subtitles * Proficiency in wordpress * High proficient * Preparation of L.P.Os * Sourcing for suppliers and negotiating for credit terms and discounts * Inspection and Verification of materials purchased * Ensuring all documents are up to date and booked into the computerized systems * Ensuring on timely delivery of materials into the required quantity by the user departments * Issuing of materials from the Store * Maintenance of updated stores records * Receiving and inspection of new stock to the store * Preparation of weekly and monthly stock reports * To Provide an accessible resource to children * Preparation of requisitions * Follow up of suppliers to pick L.P.Os * Preparation of documents needed for payment to supplier * Preparation of Tender Contracts and Retrieval of documents needed for tendering * Stock taking * Generation and identification of a list of potential clients to the organization * Handling petty cash * Preparation and Maintenance of general documents such as Petty cash ledger * Basic office administrative duties such as calling clients, handling emails and parcel collection and sending.   **LEADERSHIP ROLE AND MEMBERSHIP.**  **High School:**   * Dining Hall Captain   **ROLES**   * Governance and management * Debate Club * Ranger * Disciplinarian   **INTERESTS.**   * Serving the community in any way I can and helping the needy. * Having fun in all that I do. * Travelling. * Socializing. * Making friends. * Listening music.   I actively participated in:   * Basketball * Social duties (Community work). * Handball   **English** (Read, Write, & Speak), **Swahili** (Read, Write, & Speak).  **REFEREES**  **PAUL MALU NDUNGU**  FINANCE MANAGER  CITYCALL COMMUNICATION LIMITED  PHONE NO. 0717561799  [paulbriba@gmail.com](mailto:paulbriba@gmail.com) |