TO: THE MANAGER,

 HUMAN RESOURCES DEPARTMENT,

Dear Hiring Executive,

I am interested in exploring the possibility of seeking employment with your organization. Please find my resume enclosed, it will furnish you with the details relevant to my experience, skills and education. References you may require are briefly provided within. Any further information and/or sample of work you may require shall be promptly provided upon request in a detailed profile.

As my resume indicates, I have established a solid work history encompassing a variety of diverse environments. I possess excellent interpersonal skills accompanied with the ability to relate effectively to a multitude of individuals on all levels of intellect.

I have expertise in translation, administration, instruction, and creative processes. My work ethic is founded on a 'what-ever-it-takes' attitude and diligent persistence to ensure all projects are completely fulfilled to the utmost. Over the years I have made major contributions on behalf of my employers.

I would now like to contribute and utilize my skills and abilities with your organization. Should your establishment need a self-motivated individual please contact me so that we may arrange a personal interview to further discuss how I would benefit your company. Thank you for this initial consideration. I look forward to speaking with you in the near future.

Sincerely,

Nagham Shaheen.

**P.O Box 26799 +9712 6222705 (Res)**

**Abu Dhabi, UAE**

**Mob (050-7212285)**

**Email:**

naghamshahin\_2007@hotmail.com

# RESUME

Name: Nagham Rafiq Shaheen
Date of Birth: 04-09-1980

Place of birth: Jordan

Languages known: Fluent in both spoken and written English

Marital Status: Married

**Objectives:**

I am looking for a job as a Translator or administrative assistant. I am able to work under pressure. I am a self- motivated individual who always aims for high standards in everything I do. I have good interpersonal skills and leadership. I am also motivated and have good communication skills.

**Education:** Bachelors degree in English Language and Translation, (Ajman University of Science and Technology).

**Work Experience, Professional background:**

**Cognition Education 29/2/2008- up-to-date**

**Translator-Interpreter**

**Responsibilities:**

* Providing in-school support to the Cognition team and to the other school staff by interpreting and translating from Arabic to English and vice versa
* Being part of a wider School Liaison Officer (SLO) team, translating documents for the project as a whole and responding to urgent project needs.
* Providing guidance and support for the team on cultural and contextual issues to ensure sensitivity to the local community

**Personal Competencies**

These competencies reflect my values and behaviors:

* Commitment
* Working together
* Open and honest communication
* Creating success
* Managing change
* Seeking and sharing knowledge
* Leadership
* Management

**Job tasks:**

* Produce translated material at an appropriate linguistic level dependent on target audience.
* Ensure that the meaning of the source text is retained
* Interpret verbally between Arabic and English when required
* Support the cognition team’s work in the school by facilitating communication
* Provide all staff, but particularly those who do not speak English, with an objective means of communicating and feeding back to the Cognition team
* Support all Cognition training or other events within the school and, if required, at other venues
* Read through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained
* Ensure consistency in all translations with regards to terminology and standards, both for internal and external use
* Ensure confidentiality of all communication within the Cognition team and group of schools as required
* Utilize the internet, specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used
* Liaise with colleagues and clients as appropriate to discuss any unclear points
* Proofread and ensure the accuracy of translated material, and edit final translated versions
* Provide grammatically correct, well-expressed final versions of translated texts, usually as a word-processed document
* Provide interpretation services at meetings as required
* Support members of the cognition team in the development of effective learning using more than one language across all curriculum areas in the school / cluster
* Contribute to the school’s cultural events and support liaison with families and

members of the local community in preparing for and hosting school and community events

* Support the school and the project in collating information e.g. for student

attendance, assessment data and uploading this onto databases or supporting the completion of spreadsheets required by the client

**Arab Trade Financing Program, (Arab Monetary Fund) (2006 -2008)**

**Administrative Assistant/Translator**, **Abu Dhabi, UAE**

**Responsibilities:**

My duties included the administration of employee benefits such as leave, medical insurance, salaries, travel claims, recruitment, checking and updating employee records of service, writing memos, letters.

PricewaterhouseCoopers

Administrative and Translator Assistant, Abu Dhabi, UAE, 2004 to 2006

Responsibilities:

My duties were to carry out translation and administration for the Human Resources Department. Details as follows:

* Provides administrative support to the Division.
* Receives, directs and relays telephone calls and messages.
* Reads and sorts incoming memos, submissions, and reports to determine their priorities and plan their distribution.
* Receives/ sends mail.
* Responsible for handling all requests for the division.
* Prepares responses to correspondence containing routine inquiries.
* Maintains hard copy and electronic filing system
* Receives visitors
* Arranges conference calls
* Schedules meetings.
* Gathering data and compiling various reports for management
* Prepares correspondence, reports and other requested material, that may include but is not limited to word processing/ typing of letters, memos, forms, presentations, policies and procedures.
* Handles the Divisions calendar, diary, appointments, and coordinates travel arrangements with the Office Administration Unit.
* Assist the Executive Secretary in setting up and coordinating meetings and conferences.
* Performs general clerical duties to include but not limited to: typing, photocopying, faxing, mailing, and filing.
* Coordinates the Division’s office furniture and supplies in collaboration with the Office Administration Unit.
* Coordinates employee leaves and notifies HR.
* Provides administrative support to the Executive Secretary upon request.
* Performs additional duties as assigned by superiors.

**Previous posts:**

**Al Rahba Hospital 2003 to 2004**

**HR & Administrative Assistant,** Abu Dhabi, UAE

**Responsibilities:**

* Assistant to the HR Manager.

**References:**

* Dr. Sheikha Al Maskary

Position: CEO

Phone number: 0506117795