

Rozaini Mohamed Razali

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Personal Information

Date of birth : November 11, 1972
Marital Status : Married
Gender : Female
Nationality : Malaysian
Native Language : Malay (B. Melayu)

Education

Bachelor's Degree : Engineering Electrical Electronic)
University : Widener University, Pennsylvania, United States
Graduation Date: Dec 1995

WORK EXPERIENCES	
>20 YEARS WORK EXPERIENCES IN LINGUISTIC FIELD: ENGLISH < > MALAY	
Technical / Engineering 1. Document Control Manual /Procedures /Work Instructions/ Engineering Specifications / Engineering drawings. 2. Calibration 3. Quality Control 4. Internal audit 5. Plating 6. Stamping 7. Preventive Maintenance 8. Process Change Report 9. Technical Report – 8D, Product Qualification and Approval Reports (PPAP &APQP)	Marketing 1. Sales and Customer Service procedures. 2. Customer complaint process 3. Customer satisfaction 4. Purchasing 5. Supplier control 6. Supplier audit 7. Supplier rating
Quality Improvement Plans Report a. Stamping b. Plating c. Quality Control d. Quality Assurances	Science 1. Laboratory Manual and Work Instructions 2. Poisons management 3. Failure Analysis – SEM/EDX /Auger / TOFSIMS/ FTIR
Training Manuals a. Standard training procedure b. Certification procedure	Environment 1. ISO14001 standard 2. Water Treatment Plant

Customers List : Agoda, Append, Swiss Translate, Oland Global Ltd, Globibo Pte. Ltd., Microsoft, Enkoline Korea, Multilingual Connections

SERVICES AND RATES**Currency USD per source word**

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 Editing (EN>MS), *Daily output: 1,000 words* USD 0.04 per source word
 Proofread (EN>MS), *Daily output: 5,000 words* USD 0.04 per source word
 Hourly charge USD 25.00 per hour
 Min. charge (<200w) USD 20

CAT TOOLS: MemSource, Smartling, CGS Tool, GTool, GTT, SmartCat & Matecat, SDL Trados, MemoQ

OTHER SKILLS: MS Word 2016, MS Excel 2016, MS Powerpoint 2016, Adobe, Winzip

JOB SUBMISSION: EMAIL

PAYMENT METHOD: Wire Transfer, Cheque