**T. Parameswary M. Thangavelu**

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**Professional Summary**

Dedicated Malay – English – Malay translator with few years of experience. Has excellent understanding and in-depth knowledge of language. Attention to detail and ability to work quickly to meet deadlines. Has the ability to use initiative in a commercial context. Proficiency in the use of a range of computer packages. Self-motivated and always eager to learn and acquire new knowledge.

**Skills**

* Fluent in Malay and English including colloquialisms, business vocabulary.
* Experienced with several computer programs, including Microsoft Office and SDL TradosStudio
* Extremely precise and dedicated.
* Excellent time management skills which contribute to consistently meeting deadline

**Work Experience**

1. Freelance Translator/Transcriptions

2018 - present

1. Previous working experience with TNS Global (Part-Time)
2. Personal Learning Assistant, Nexus International School

2016 – 2017

1. Administrator, Asian Football Confederation

2012 - 2016

1. Confidential Secretary, Atlan Holding Berhad

1998 – 2011

1. Administrator, Zamil Steel Pre-Building Co. Ltd.

1996 - 1997

1. Secretary, Swiss Garden Hotel

1994 - 1995

1. Secretary, Pan Malaysian Pools Sdn. Bhd.

1992 - 1994

1. Secretary, CIMA, Malaysia Division

1990 - 1991

**Education**

1. Diploma in Learning Disorder Management & Child Psychology

College of Allied Educators, Singapore

1. Bachelor of Arts in Business Management

University of Nottingham Trent, UK

1. Executive Diploma in Management

Universiti Teknologi of Malaysia (“UTM”)

1. Certificate in Personnel Management

Malaysian Institute of Personnel Management (“MIPM”)

1. Private Secretarial Certificate

Systematic Secretarial College, KL

**Services & Rates (Currency in USD)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Translation (EN>MS) | : | 0.06 per Source Word |
|  | Editing/Proofread | : | 0.03 per Source Word |
|  | Daily Output | : | 6000 words |
|  | Hourly Charge | : | USD20 per hour |
|  |  |  |  |
|  | Job Submission | : | Via Email |
|  |  |  |  |
|  | Payment Method | : | Telegraphic Transfer |
|  |  |  | Paypal |
|  |  |  |  |

**Hobbies & Interest**

1. Voracious reader.
2. Enjoy cooking
3. Loves travelling
4. Enjoy hiking and running.

**Volunteer Program**

1. World Vision Volunteer: Donation drive and Administration work.
2. Cybercare Youth Program : Step Up Youth Program to empower underprivileged children to discover and develop their full potential through the use of information technology and life skill coaching.

**Reference**

Will be provided upon request.