**Somali / English Translator/Transcriber/Proofreader.**

PERSONAL DETAILS

Khali Mohamed Abdi

Nairobi, Kenya

Tel: +254769274791

Yaska456789@gmail.com

DOB: 01/01/1990

Nationality: Somali

Resident:Kenya

Dedicated English-Somali monolingual translator who has extensive experience in translating, interpreting, transcribing, and proofreading documents. I am always available and usually respond within an hour. I consider myself a detailed oriented person who can work independently or as a part of a team, I am very organized and can meet job required deadlines. My Interpersonal and time management skills are some of my strong points and I believe good communication is very important in every success. With a background in IT and hospitality, I’ve been translating for five years. As a native Somali speaker, I am familiar with the target audience of your content and find the right formulation. I can adapt your texts so that they are not only understood by your Somali clients, but also well received.

Skills

advanced computer skills as I am familiar with Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Acrobat (PDF), Google Docs, Google Sheets, File sharing sites (Dropbox, Mega, etc.) and some of the other apps used in the translation industry.

Work Experience

* Translator/ interpreter

July 2018 to February 2019

* Translate written and verbal communications between English and Somali refugees.
* Train new hires of the agency-specific translation standards, including proper handling of clients and proprietary material.
* Provide review and verification of translation work as required, including materials created by third-party translation services.
* Text Book Translator

June 14th 2016 to June 27th 2016

Responsibilities

* Translation of Functional Literacy and Numeracy curriculum of 92 pages of pure text and 108 pages of text in table.
* Ensure translation text is technically, linguistically and grammatically correct, error free and should meet high quality standard.
* Translating the developed curriculum from English to Somali in to state which can easily be understood for purpose of delivering it to learners.
* Provide accurate and timely translation to the satisfaction of the agency.
* Maximum percentage margin of errors per page should not be more than 3 errors.
* Translator

2017-2018

* Translated communications between Somali-speaking and English-speaking parties as required.
* Traveled with in Dadaab camps for the Agency executives on foreign trips to serve as translator and executive assistant,
* Completed backlog of written translations and entered information into digital database.
* Authored informational booklet of common phrases and cultural mannerisms to help colleagues during international communications.
* Received Outstanding Employee recognition.
* Translation Intern

February 2018 to march 2018

* Participated in intensive professional training program translating written and verbal communications.
* Completed final project translating proprietary scientific study materials, including procedures, observations, methodologies, and results.
* Earned perfect score on final project.
* Briefed translated materials to foreign counterparts via video conference.
* Online Translator

2018 to date

* Document Translation
* Audio/Video translation
* Web content translation
* Brochure translation
* 20013 words Somali and English Proofreading.

03/08/2019 - 05/08/2019.

* Translation of 40014bSomali words in to English

5th to 30th November 2019.

Bayan-tech had a project on One million words so I qualified to translate for 40014 words.

Education

Certificate of Translation

2017

Diploma in Information Technology

2018

Diploma in Linguistic Education

2019

OTHER AREAS OF EXPERTISE

Typing skills

Data entry skills

Data management

Data mining

Processing data

Evaluating information

Database administration

PERSONAL SKILLS

Accuracy

Methodical

Attention to detail

Hobbies and Interests

Voracious reader and participant in two book clubs. Host monthly seminar on conversational Somali at local library and promote community development projects.

Enjoy cooking and playing the cricket. Serve on city cultural awareness committee and help plan annual celebrations and events.

REFERENCES,sayid ahmed abdi,headteacher,ubax secondaryy school