

FAKHARUDINE MESQUITA MUTIRUA

CURRICULUM VITAE

ACADEMIC BACKGROUND	VENUE	-	YEAR
Honours in – English/Portuguese Translation	Eduardo Mondlane University	-	2018
Grade 12	Josina Machel High School	-	2000

CAREER SUMMARY

Company – BIM – Banco Internacional de Moçambique

Accounts Manager - 2018 – Accounts management

Duties:

- Analyse documents needed to open an account.
- Verify all customers data and whenever necessary validate, modify or remove all restrictions.

Company – SIM – Seguradora Internacional de Moçambique

Insurance Technician – 2011 - 2018

Work as an underwriter on life insurance

Duties: Insurance Underwriting

- Analyse, issue, cancel and modify life insurance policies;
- Making appointments for customers;
- Providing quotations;
- Payment of medical expenditures to medical clinics
- Refund of medical expenses;
- Confirm the existence of customers policies for disbursement of related loan;

PERSONAL DETAILS:

Address: 1274, Av. Marien Ngouabi

Email: mutirua2@yahoo.com.br

Tel: +258 844898460/+258 823820300

DOB: 11/07/1981

Driving Licence: Yes

Nationality: Mozambican

Moçambique Celular (Mcel)

Call center Agent – 2008 -2011

- Assistance to customers questions and network related issues and problems-solving

Assistant Translator – Eduardo Viegas Translation/Interpretation Services

- Translate documents into Portuguese (WHO, United States Embassy, ISAP)

KEY SKILLS AND COMPETENCIES

- Familiar with computer science and translation tools
- Fluent in Portuguese, with a good command on English language and basic knowledge in French
- Able to work to tight deadlines
- Skilled in Word, Excel and Microsoft Outlook
- Able to work under pressure;
- Detail oriented and well organized

PERSONAL PROFILE

I hold a degree in English – Portuguese Translation by UEM, enthusiastic, confident and diligent, capable of translating and proofreading from English to Portuguese. Fast learner and can communicate effectively with people of all social and professional fields, polite, dynamic and able to adapt to new challenges.

REFERENCES

Available on request

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