** CURRICULUM- VITAE**

## **Asim Sirelkatim Ahmed Elbashir**

## 20 Years of Experience in Translation, Editing & Proofreading Field.

## **Email:** [**Asims777@hotmail.com,**](mailto:Asims777@hotmail.com,%20) [**Asim.abushama@gmail.com**](mailto:Asim.abushama@gmail.com)**,** Asims7777@yahoo.com

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### **Career Objective:**

To lead the growth process of developing the organization I work for, besides achieving my own personal goals in success and welfare.

**Gulf Experience:**

* Jan 1996 – Apr 2002. “**Belqees Pharmacy” Muscat- Sultanate of Oman.**

“Accountant cum Translator” Pharmaceutical sector.

* Feb 2001-Sept 2001. “**Oman Advertising Agency” Muscat- Sultanate of Oman.**

Translator & Editor of “**The commercial Magazine”**

* Sept 2001 –May 2002. “**Al Medina for Develp. & Supplies” Muscat- Sultanate of Oman**

Translator& Copywriter (**Freelancing**) at the Directory Section.

* May 2002 –Sept 2005. “**Ministry of Education” Muscat-Sultanate of Oman.**

Translator& Proof Reader.

* Oct 2005- Dec 2006. “**Chiyoda Foster Waller” Muscat-Sultanate of Oman.**

Translator cum Administrator.

* Jan 2007- Aug 2007 “**Dhofar Fisheries Company” Salalah-Sultanate of Oman.**

Translator.

**Sudan Experience:**

* Sept 2007 – Apr 2008 “**UNDP” Khartoum-SUDAN.**

Translator.

* Sept, 2008- up to date “**Freelance Translator” Khartoum-SUDAN.**

**Responsibilities:**

* All types of translation academic, economical, business, political, legal and Journalism.
* Translation of technical material and interpretation during meetings.
* Summarizing articles and materials from one language to another.
* Translations of all companies' yearend financial reports, management reports, company prospectus, feasibility studies, marketing strategies financial statements and the minuets of General Assembly meeting.
* Editor and copywriter for the Commercial magazine issued by the Omani chamber of commerce and industry.
* Translation of the commercial & Industrial directories of Oman for the chamber of commerce and industry.
* Worked as interpreter during meetings.
* Worked as proof reader for English & Arabic materials.
* Worked in reviewing and reformulating translated materials.
* Participated in subtitling and localization of foreign languages.
* I also performed other administrative and secretarial duties
* As Board Secretary & Translator: arranging for board & auditing committee meeting, writing the minute of the meetings, inviting members for the annual general meeting, preparing the final draft of the minute and distributing it to all departments, writing the internal memos of the company, all translation of the company, correspondence and filing system.

**Educational Qualification:**

* B. Com 1989-1993 Poona University Poona – India
* MBA Sudan International University
* ACPA USA
* Diploma of Insurance Pitman’s Inst./ India
* Computer Fundamentals Byte Institute/ India
* Microsoft Office Well versed in Microsoft Office-windows-word-Excel-

Power Point-Access. Internet surfing

**Strength:**

* Quick learning. Good interpersonal and communication skills
* Good Analytical and Reasoning skills
* Highly flexible and adaptable
* Exceptionally motivated and ability to motivate others.

**Personal profile:**

Name **: Asim Sirelkatim Ahmed Elbashir**

Date of Birth : 08.05.1969 Nationality : Sudanese

Marital Status : Married Passport # : P039G4446

Place of issue : Sudan Date of Issue :09.05.2020.

Date of expiry :08.05.2022.

**DECLARATION:**  I hereby declare that the information furnished above is true to the best of my knowledge. (Asim Elbashir)