PERSONAL INFORMATION

Majed Alzeini

📍 Alzeini St, Khanyounis, Gaza Strip, Palestine, 00970 Khanyounis (Autonomous Palestinian Territories)

📱 +972599848013   ☎ +972567848013

✉ majedalzaini@hotmail.com

🌐 https://www.linkedin.com/in/majed-alzeini-383b95169/

Sex Male | Date of birth 22/07/1990 | Nationality Palestinian (Autonomous Palestinian Territories)

JOB APPLIED FOR

Arabic-English Translator

WORK EXPERIENCE

Online Freelance Translator

Online

- Consistently completed work by deadline
- Using Computer Aided Translation Tools "CAT Tools" to give the best translation.
- Using suitable translation types with each field of translation.

8/11/2017–Present

Project Coordinator

- Coordinating project schedules, resources, equipment and information.
- Work with the Project Manager to eliminate blockers.
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met.
- Providing administrative support as needed.

15/7/2017–Present

Social Media Coordinator

- Researching audience preferences and discover current trends.
- Creating engaging text, image and video content.
- Designing posts to sustain readers' curiosity and creating buzz around new products.
- Report on online reviews and feedback from customers and fans.
- Oversee social media accounts' layout

7/9/2017–Present

Database Administrator

- Data Extraction, Transformation, and Loading.
- Data Handling.
- Database Backup and Recovery.
- Performance Monitoring.
- Troubleshooting.

7/9/2017–Present	**Data Entry**

- Preparing source data for computer entry by compiling and sorting information; establishing entry priorities.
- Maintaining data entry requirements by following data program techniques and procedures.
- Database Backup and Recovery.
- Generating reports.
- Scanning documents and print files, when needed.

7/9/2017–Present	**Administrative Assistant**

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Screening phone calls and routing callers to the appropriate party.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

10/10/2012–Present	**Arabic-English Translator**

Self-employed, Khanyounis (Autonomous Palestinian Territories)

- Translating texts from English to Arabic and vice versa.
- Editing and revising translated documents for clients.
- Applied language skills such as grammar, syntax, semantics, style and appropriate terminology

EDUCATION AND TRAINING

02/08/2018–24/09/2018	**Freelance Translation**

Elites Centre for Training & Language, Khanyounis (Autonomous Palestinian Territories)

04/05/2017–08/07/2017	**Adobe Certified Expert: Design Master**

Vision Plus for Information Technology, Gaza (Autonomous Palestinian Territories)

10/01/2011–26/04/2017	**Bachelor Degree in Management Information Systems**

University of Palestine, Gaza (Autonomous Palestinian Territories)

General:

- Introduction to Computer Science, Islamic Studies, Principles of management, English Language 2, Communication and Leadership Skills.

Occupational:

- Programming 1, Information Security, Data Structures and Algorithms Analysis, Strategic Management, E-Documents and Records Management.

Skills:

- Technical Support
- Time Management
- Application-oriented skills

- Operations skills
- Adaptability

01/03/2011–08/05/2011	English Course	EQF level 6

The American center for Development, Khanyounis (Autonomous Palestinian Territories)

05/06/2007–10/07/2007	Computer Maintenance and Repairing

Student Friend Association, Khanyounis (Autonomous Palestinian Territories)

PERSONAL SKILLS

Mother tongue(s)   Arabic

Foreign language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C1	C1	C2

English

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills
- Excellent reader and writer.
- Natural tendency to learn and teach English.
- Basic understanding of financial and accounting principles.
- Excellent written and verbal communication skills gained through my experience as teacher.
- Interpreting complex texts into easily readable material.

Organisational / managerial skills
- Ability to work under pressure gained through my work as an Online Freelance Translator.
- Time management.
- Ability to cooperate and work within a team, as well as work individually.
- Successfully working to match strict deadlines.
- Dynamic, results-oriented problem solver.

Job-related skills
- Interpreting and translating any text of any kind from Arabic to English and vice versa.
- Knowledge of computer and media.
- Being non-judgmental and remain neutral.
- Keeping files, personal details and any other sensitive material confidential and safe.
- Using various methods and techniques of translation.

Digital skills

	SELF-ASSESSMENT			
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- Microsoft Office Skills.
- Touch typing speed 40 words per minute.
- Photo editing Skills.
- Multitasking.
- Converting file formats.

ADDITIONAL INFORMATION

CAT Tools

Kilgray MemoQ 2015 R2
SDL Trados Studio 2019 SP1
WordFast Pro

DTP Tools

Adobe Illustrator CC 2017
Adobe Photoshop CC 2017
Foxit PhantomPDF Business

References

. References are available upon request.