



Norman Buhagiar MBA (Henley), BA (Hons) Bus. Mgt., MCIM

18 'Cascades', Triq San Ciru, Zurrieq ZRQ 3100, Malta

Mobile: +356 79 064 358 / **E-mail: Primary** – normanbuhagiar@gmail.com **Secondary** - nbuhonvol@gmail.net

Skype : normanbuhagiar

Website: <http://www.proz.com/profile/107589>

PERSONAL PROFILE

A highly talented Translator with over 20 years experience in translating documents and other materials in my language combinations especially Italian to English; deep track record of reading materials and rewriting them in either English or Maltese, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and mechanics; well recognised specialist in financial and legal documentation in English, Maltese and Italian.

This is coupled with over 25 years banking experience. I am Multi-skilled, reliable & talented with a proven ability to translate written documents from a source language to a target language. I am a quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues.

EXECUTIVE SUMMARY

I have 20 years translation experience with English and Maltese being my mother languages and Finance, Legal and IT being main areas of expertise among other areas. I can assure my clients of timely and accurate work at all times.

My language combinations are the following:

- Italian > English
- English < > Maltese
- Italian > Maltese
- French > English/Maltese

My main areas of expertise are the following:

- (1) Finance – Accounts, annual reports, banking (all areas), investments, risk and compliance reports, trusts and insurance documents
- (2) IT – Hardware and software documentation as well as IT manuals and other generic ICT manuals;
- (3) Religious documents and books especially Catholic terminology;
- (4) Legal – Commercial, patents and other legal documents, Articles of Association, as well as maintenance and Service Level Agreements and other legal documents;
- (5) Marketing material, marketing plans and marketing reports;
- (6) Sociology and related areas as well as social sciences and history;
- (7) medical and pharmaceutical reports and other medically related translations;
- (8) translation of various manufacturing process manuals etc;
- (9) manuals of various operations and nature and other general areas including culinary books, sports documents especially related to football, automotive industry, tourism and tourism related brochures and novels/books (fiction & non-fiction) and pamphlets.

CAREER EXPERIENCE

1996 – Present Freelance translator

Freelance translator / proofreading / subtitling / editing in the following language pairs :

Rates - Translations : Min Eur 0.06 / USD 0.07 Max Eur 0.08 / USD 0.09

Proofreading : Eur 0.03 / USD 0.04

Editing : Eur 0.03 / USD 0.04

Minimum Charge : Eur 15

Charge per page : Eur 18

Mother tongues : English and Maltese

Areas of expertise : Finance / Banking / Accounting and Financial Reporting / Commercial, Financial and Patent Law / Management / Administration / IT – Software and hardware /Human Resources – Integral Part of my Masters Degree and current job position /Documents and books dealing with food and nutrition / User manuals – technical and non-technical / Medical – Clinical tests, laboratory reports, patient reports, pharmaceutical reports and documentation/ hospital medical equipment and patient reports/sociology and psychology texts / Sports / Novels both fiction and non-fiction / Prose / Marketing / Religious texts.

Capacity: Translation: 5,000 words / day

Proofreading: 10,000 words / day

Internet: Broadband

PAST TRANSLATIONS (Excerpts) and other related work

- Translation of financial statements of a major German financial institution from German to English (15,000 words);
- Translation of over 40 patent applications from Italian to English;
- Translation of the help files of a Linux administration software (30,000 words) from Italian to English;
- Translation of the help files of a hospital administration software (40,000 words) from French to English;
- Translation of over 260,000 words for banking financial reports and accounts both from Italian to English and French to English;
- Number of translations exceeding 90,000 words for laboratory tests, pharmaceutical and patient reports for Italian to English and English to Maltese;
- Translated dissertations related to psychology, sociology, and religion amounting to approx. 200,000 words.
- Translation of 150,000 words of general nature from English to Maltese;
- Translation of 50,000 words of legal documents from English to Maltese;
- Have also carried out several quality checks on documents and specific words used for product branding arising from various sectors and for various companies to ensure that there are no negative cultural or conative understanding within the Maltese culture, language and/or environment;
- Translation of 80,000 words for BMW for English to Maltese and 60,000 words for Italian to English;
- Translation of 90,000 words for Ford for English to Maltese;
- Translation of 100,000 words for Moto Guzzi for Italian to English and Maltese.

Jan 2015 – present Full time freelance translator

Jan 2010 – Dec 2014 VoiceCash Bank Limited Head of Operations

Setting up and managing of banking operations and implementation of banking systems

1998 – 2009 APS Bank Ltd, Malta Finance, Operations & Administration Manager

1996 – 1998 Playmobil Malta Limited Accounts Executive

- Managed the Accounts department of 10 employees, prepared monthly and quarterly management accounts plus accounts for seven subsidiary companies.
- Actively involved in the implementation of new IT system, participated in conferences abroad and liaised with peers based in Germany.
- Presented financial reports in Germany, analysed management accounts according to standards.

1991 – 1996 Camarco Limited Finance and Administration Manager

- Preparation of management accounts and cash flows and in charge of daily administration.
- Involved in transshipment contracts and business development projects with Libya, Italy and Russia.
- Involved in the procurement of goods to Libya, Russia and Middle East.
- Project Co-ordinator re setting up of McDonalds franchise in Malta working to very tight deadlines and involving extensive travelling with counterparts in Italy and Ireland.
- Preparation of monthly management accounts for McDonalds. Preparation of management reports and financial analysis for Board of Directors.

/

1981-1991 Central Bank of Malta Banking Clerk to Exchange Control Supervisor

EDUCATION, TECHNICAL SKILLS and PROFESSIONAL TRAINING

IT skills: **MS Office – Project, Word, Excel, PowerPoint, Outlook;
Internet, e-mail and in-house systems**

MCIM Member of Chartered Institute of Management (2004)

Alumni: **Member of Alumni for Henley Management College (2004)**

2000 – 2004 MBA completed at Henley Management College, UK

2004 Nebosh Certificate (National Examination Board in Occupational Safety & Health)

2003 Diploma in EU Translation English / Maltese at Lexicom Translation Services

1983 – 1988 BA (Hons) in Business Management at University of Malta

School: Six 'A' Levels including Accounts, Maltese, English plus 12 'O' Levels

PERSONAL DETAILS

Nationality: Maltese with EU Driving Licence

Languages: **English, Maltese** – fluent in both; **Italian** – conversational

Interests: Travelling; Tennis; Football; PC for research and current affairs; Music; Reading

References: **Available upon request**

DECLARATION

I hereby declare that the information contained in this curriculum vitae reflects a true picture of my experience and achievements.

10 January 2021

A handwritten signature in blue ink, appearing to read 'Norman Buhagiar', with a long horizontal line extending to the right.

Norman Buhagiar – ID 300881M