

AFRAA SALIM ALI ALTALAI

SAFALAH, IBRA, ASH SHARQIYAH NORTH GOVERNORATE

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PROFESSIONAL SUMMARY

A graduate student of Nizwa University with excellent communication and interpersonal skills, always enthusiastic and undertake new challenges

SKILLS

- Fluent in Arabic, English and Swahili. (currently learning Spanish)
- Bilingual in Arabic and Swahili
- Speaking, writing and reading skills
- Active listening
- Good cultural knowledge
- Creativity
- Self-motivation and organization
- Document review
- Proofreading skills

TECHNICAL SKILLS

- Microsoft Office Proficiency
- Designing
- Subtitling and Editing
- CAT (Computer Assisted Translation) Tool

TRAINING HISTORY

MARCH 2019-CURRENT

Translator | AlTarjuman Global | Alkhuwair, Muscat

- Translated **legal, medical, media** and **business** documents from Arabic to English and vice versa.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Conferred with subject matter experts and other colleagues to establish precise understanding of specialized concepts and translate appropriately.
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases.

FEBRUARY 2019-FEBRUARY 2019

Trainee | The Writing Center | Nizwa University, Birkat Almouz, Ad Dakhiliyah Governorate

- Evaluated and documented student progress and behavior,

- recommending tactics to improve tutoring effectiveness.
- Completed training and development sessions to maximize effectiveness as a tutor.
- Backed up teacher instruction by discussing concepts and creating custom practice questions.
- Conducted student workshop
- Provide creative writing essay
- Designed a TWC poster and logo
- Learned new materials, processes and programs quickly to maximize performance.

EDUCATION

EXPECTED GRADUATING DATE 2019/2020

Bachelor: English Language And Translation

Nizwa University , Birkat Al Mawz, Ad Dakhiliyah Governorate

2014

High School Diploma:

Sumayia School , Ibra, Ash Sharqiyah Governorate

CERTIFICATIONS

- certificate on participation in United Nation Model, University of Nizwa, 2017

INTERESTS

- Short story writing
- Poetry
- Reading
- Language learning

REFERENCE

- Available on request