

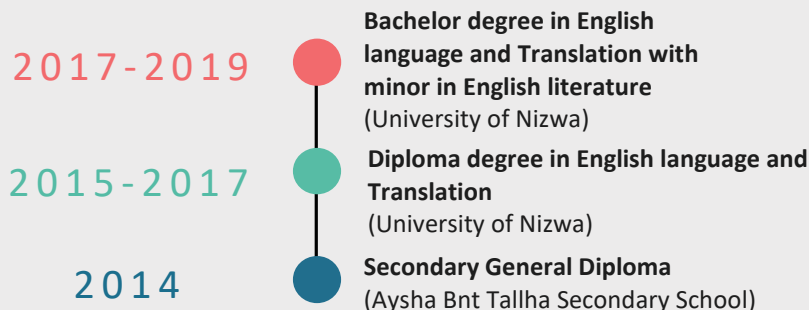
# Ahoud Alhinaai

Translator

## ABOUT ME

As a fresh graduate in English Language and Translation with minor in English Literature with (3.35) GPA looking for a job in your respect organization. A multi-skilled, reliable and talented translator with a proves ability to translate written documents from a source language to a target language in fields of legal, business and medical. A competent communicator with the ability to build effective relationships with clients to establish translation requirements and deliver accurate, grammatically correct documents.

## EDUCATIONAL ATTAINMENT



## SKILLS

- Able to fluently speak Arabic and English.
- Highly skilled in Word, Excel and PowerPoint.
- Able to work on tight deadlines.
- Extremely precise and dedicated.
- Excellent communication and social skills.
- Time management.
- Able to learn easily using translation software tools.

## LANGUAGE

English | Arabic

## CONTACT



Ahoud311.abdullah@hotmail.com



92057202

## REFERENCE

**Name:** Noureldin Abdelaal

**Tel:** 99186022

**Relation:** Graduation Project Supervisor.

**Name:** Mohammed Al Sha'rawi

**Tel:** 92328232

**Relation:** lecture in University of Nizwa.

**Name:** Ibtisam Alrajhi

**Tel:** 95520522

**Relation:** Head of translation department in Nizwa public Prosecution.

# TRAINING

- **Nizwa Public Prosecution**

(18<sup>th</sup> March- 17<sup>th</sup> April, 2019) Nizwa, Al Dakhiliyah

- Duties:
  - i. Translate legal documents (arrest warrant, letter).
  - ii. Translate medical reports (RTA, Assault and Psychiatry).
  - iii. Translate business documents (cheques, bank documents and consumer protection documents).
  - iv. Interpreting.

- **University of Nizwa Writing Center**

(11<sup>th</sup> February- 6<sup>th</sup> March, 2019) Birkat al mouz, Al Dakhiliyah

- Duties:
  - i. Create a poster in Arabic Language.
  - ii. Create a brochure in English Language.
  - iii. Create logo in Arabic and English.
  - iv. Organize reading lesson in English language and translate it into Arabic language.
  - v. Write Creative writing in English Language and translate it into Arabic language.