



# Amirah Izzati Ruslan



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Block B-17-03 Alam Sanjung Service Apartment, Seksyen 22 40300 Shah Alam, Selangor, Malaysia

## OBJECTIVE

Freelance Translator  
Editor/Proofreader



## EDUCATION

UNIVERSITI MALAYSIA KELANTAN

09/2012~07/2016

Faculty of Agricultural Industry, Bachelor of Applied Science (Husbandry Science)  
Hons.

## SKILLS & ACHIEVEMENT

- Fluent English and Malay in writing and speaking
- Scored an A+ for Bahasa Malaysia in Sijil Pelajaran Malaysia
- Band 4 in MUET



## EXPERIENCE

### Freelance Translator (2015-2019)

- Translate document from English to Malay by using SDL Trados Software for Akzonobat, Global Blue & Maersk Drilling.
- 3 years of experience in translating desktop mineral exploration report from English to Malay for Kumpulan Semesta Sdn Bhd (KSSB).
- Translate veterinary medical foundation degree book and veterinary report for Malaysia veterinary department. (DVS)
- Translate IT report for Jabatan Perdana Menteri Malaysia (JPM).
- Attended training course on How to Become a Successful Professional Freelance Translator by Rozmi Tamin

### Marketing Executive for Sf Event Management (2019)

- Prepare marketing plan and develop strategies for the company as well as meeting the potential client.

### Operation Executive at Bovet Services Sdn Bhd (2017-2019)

- Dealing with client from France and New Zealand to import bull's semen
- Involve in contract & procurement documentation

### Customer Service Officer at CIMB Bank Berhad (2016-2017)

- Handling cheque, card replacement and problems regarding bank account

## SOCIAL

- LinkedIn  
<https://www.linkedin.com/in/amirah-izzati-ruslan-5818b918b/>
- Facebook  
<https://www.facebook.com/amirah.izzati.100>

## SOFTWARE

SDL Trados	
Word	
Excel	
Powerpoint	



## RATE SERVICES

Translation from English to Malay document	: USD 0.06 /source word
Editing/Proofread	: USD 0.03 /source word
Hourly Charge	: USD 20 /hour



## PAYMENT METHOD

- Paypal
- Payoneer



## REFERENCES

**Abdul Hadi bin Shaik Mohammad Yusof**

Mining Geologist (KSSB)

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