

PERSONAL INFORMATION



Homam Ouyon Al Nabelsi

📍 Arena Green Apartment, Bukit Jalil, 57000, Kuala Lumpur, Malaysia

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[in Homam Ouyon Al Nabelsi](#)

Date of birth 03/Sep/1995 | Nationality Syrian

OBJECTIVE

An enthusiastic, performance and development oriented professional, with many years of experience in Translation, 3 years in Procurement, and Correspondences. Able to speak English, and Arabic fluently along with some Japanese. With a high command of Computer programmes. Eager for a position where I can showcase my passion for business and my skills to help with the success of the organization.

MAIN SKILLS

Strong Communication, Negotiation, Translation, Proofreading, Procurement, Administration, RFQ Preparation, Document Quality Control, Data Management, PO Preparation, Microsoft Office, Data Entry.

WORK EXPERIENCE

Apr 2018 – Oct, 2019

Online Seller

Globalgool (Malaysia)

- Selling wide variety of products online (shopee.com).
- Doing customer service, and answering any questions the customers have to help them close the sale.
- Processing the shipment of all the products that other sellers from the company sell.
- purchasing all the products that other seller from the company sell on a daily basis.
- Sourcing new products to sell (20+ products everyday)
- Monitoring other team members, and making sure they're fulfilling their targets and deadlines properly.

Jan 2014 - Present

Freelance Translator

- Worked for many teams and companies, including: Scarlet Team, 3asq Team, United for Translation & Production, X-File Sub Team, Buhour Team, Nippon Times, Saba Islamic Media Sdn Bhd, and Le Reve Translation.
- Translate many types of media, from documentaries, to dramas, to real TV series, and Japanese Animation for both subbing and dubbing. (Typically, 30 minutes per day).
- Time the subtitles for the files translated.
- Proofread the files translated by other translators. (Typically, 45-60 minutes per day).
- Translate from English to Arabic and from Arabic to English.

Oct 2017 – Dec 2017

Freelance Data Entry Clerk & Translator

Arabic Web (Malaysia)

- Processing data and entering it to Abraa.com website.
- Translate the website to Arabic. (abraa.com/ar)
- Search for necessary info for the entries on the internet.
- Entering Business Cards Data. (Typically, 110 Cards per day).

Jun 2014 – Jul 2017

Procurement Officer

Cham Technic Aviation Spare Parts.

- Achieved knowledge about aviation spare parts including: Conditions, Certificates, Lead time.
- Processed RFQs, made and sent POs, negotiated on prices and lead time.
- Sent more than 10 emails to different companies on a daily basis.

Jan 2014 – Jun 2014

Secretary

Promoplus for advertisements promotion.

- Entered data for shipments and shipping processes. (About two shipments on a weekly basis).
- Greeted customers as they entered the company. (More than 5 customers a day).

EDUCATION AND TRAINING

Oct 2013 – Jul 2017

Bachelor Degree in Business Administration

74%

Damascus University (Syria).

- First two years were general economical studies.

Sep 2012 – July 2013

Baccalaureate

89%

Dar Al-Hekma High School (Damascus, Syria).

May 2017

HR Training Certificate

Business & TESOL Academy & Oxford University Press (Damascus, Syria).

Dec 2016

ICDL Certificate (Standard ICDL V6)

92%

European Computer Driving Licence Foundation (Damascus, Syria).

Feb 2015

Accounting / AL-Ameen- AL-Rasheed-Edari/ Diploma

93%

AL ABJADYA CENTER FOR SCIENCES (Damascus, Syria).

Sep 2013

Professional Training Attendance

Danish Refugee Council & Ministry Of Education (Damascus, Syria).

- Studied general information and knowledge about electrical circuits.

PERSONAL SKILLS

Mother tongue
Other languages

Arabic

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
	English	High	Advanced	High	
	C2				
Japanese	High	Intermediate	Intermediate	Intermediate	Intermediate
	B2				

Communication skills

- Good communication skills gained through my experience as a procurement officer.

Organisational / managerial skills

- Multi-tasking (Acquired after working in more than one job at the same time).
- Time Management (Acquired after working in more than one job at the same time).
- Prioritization (Acquired after working in more than one job at the same time).

Computer skills

- Good command of Microsoft Office™ tools.
- Good user of Translation Software (Aegisub, Subtitle Edit, Poedit).
- Good user of Accounting Software (Al-Ameen- Al-Rasheed- Edari).
- General knowledge in some programming languages (Python, HTML, CSS, JS).
- Good user of Gmail, Facebook, and Google+.

- Other skills
- Good knowledge in computer software and hardware.
 - Minor designing & programming skills.
 - Shows on time.
 - Able to work under pressure.
 - Capable of fast learning and adapting.
 - Able to work Independently and with minor supervision.
 - Passionate to learn new things.

- References
- References available upon request.