


JANTY HAJ MUSTAFA



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OBJECTIVE

To be best, highly expert and respected person in my field. Everyday learning to enhance my skills. To be creative and use smart approach at my work.



EDUCATION

BSC in Accounting | Damascus University (Syria)

2006 – 2009

Achieved bachelor degree in translation.



EXPERIENCE

Freelance Translator | Freelancing

APRIL 2014 – PRESENT

- Translating (English to Arabic, Arabic to English). Thesis, articles and documents (management, accounting, economy, marketing, statistics, sales, general)
- Legal Documents (Certificates, Contracts, General)
- General translation (Gaming, PC software and Hardware, entertainment, tech, user manual)
- Content review, translation and localization.

Freelance Translator | for (protranslate.net)

APRIL 2020 – PRESENT

- Translation and Proofreading (Legal Documents and General translation)

Freelance Translator | for (QTranslate.com)

DECEMBER 2020 – PRESENT

- Translation and Proofreading (Legal Documents and General translation)

Freelance Translator | for (missiontranslate.com)

JANUARY 2021 – PRESENT

- Translation and Proofreading (Legal Documents and General translation)

Freelance Translator | for (Chambers Translation Malaysia/Singapore)

JANUARY 2021 – PRESENT

- Translation and Proofreading (Legal Documents, Certificates, Contracts, Governments, General translation)

Reservation Manager | Maju Holiday & Leisure Sdn Bhd

APRIL 2014 – OCTOBER 2018 / NOVEMBER 2019 – MARCH 2020

- Help customers plan their vacation in Malaysia.
- Help answer customers' enquiries about tourism in Malaysia.
- Negotiating best rates with hotels.
- Managing bookings and reservations with hotels.
- Prepare Packages and process them.
- Help managing social media (Facebook, Instagram)
- Creating Invoices, follow up with clients.
- Hotels Payments
- Staff Claims Processing and managing company expenses.

Education consultant | Royaah Services Sdn Bhd (Findcourse.net)

MARCH 2018 – NOVEMBER 2019

- Help students process their problems and plan goals and action
- Help answer student enquiries about courses and studying in Malaysia.
- Assist with college applications and language centers
- Follow up students' cases with Malaysian universities and EMGS.
- Help managing social media (Facebook, Instagram)

Accountant | Private company - Russia

APRIL 2013 – APRIL 2014

- Exports, purchases and expenditure
- Creating Invoices, follow up with clients.
- Staff Claims Processing and managing company expenses.

Accountant | SADA Company for Light & Sound - Syria

DECEMBER 2001 – JANUARY 2013

- Exports, purchases, bookkeeping, wholesale, Retail, Expenditures, payroll.
- Creating Invoices, follow up with clients.
- Staff Claims Processing and managing company expenses.



SKILLS

- Arabic Native Speaker
- Commitment to high standards and great writing skills.
- Commercial correspondence
- Have ability to work individually, as well a member of team.
- Quick learner, keen to learn and improve skills.
- Good organizational skills and highly analytical.
- Experience in Microsoft Office (Word, Excel, PC software) and PDF files
- Problem solving skills.
- Ability to work well under pressure.
- Punctuality and time-keeping.



LANGUAGES

- English
- Arabic (Native Speaker)