

Mohamed Qadir Fage Mohamed

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Age: 24

Gender: Male

Marital Status: Single

Educational Background:

+ University of Sulaymaniyah – Sulaymaniyah

- BSc in Translation of Languages.
- Among the Top Ten students. 2015 – 2019

• TOEFL ITP Taker

- I took the Test of English as a Foreign Language: Institutional Testing Program (TOEFL ITP) on December 5th, 2020 at the Old Dominion University English Language Center.
- My Total Score was (610) out of (677) which is equivalent to (7.5) IELTS Test.

• Certified and Sworn Translator

- I have taken all the exams necessary to be qualified as a sworn translator. I swore at the court of Sulaimanyah and now I have my own translator's seal.

Work Experience:

• Hotel Ramada Receptionist

September 15, 2019 to January 13, 2020

- Greeting and welcoming guests as soon as they arrive at the office.
- Directing visitors to the appropriate person and office.
- Answering and forwarding incoming phone calls.
- Ensuring reception area is tidy and presentable.
- Reserving rooms and recording necessary details.
- Maintaining office security.
- Performing other clerical receptionist duties such as filing, photographing, transcribing if needed.

• Reporter, Translator and Video Maker at Wishe.com

September 26, 2018 to November 29, 2018

- Develop story or content ideas, considering reader or audience appeal
- Oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.
- Prepare, rewrite and edit copy to improve readability, or supervise others who do this work.
- Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.
- Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.
- Verify facts, dates, and statistics, using standard reference source.
- Make infographic and at the same time interesting videos.
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• Teacher at Nostalgia Institute

For a month in 2019

- Teaching children the basics of English Language.
- Designing study course.
- Team working.

• Machine Operator at PepsiCo

August 29, 2020 to January 3, 2021

- I worked as a machine operator at Green Iraq Company for ready food, producing Lay's and Cheetos chips under the standards of Pepsi Company.
- I was responsible for the Seasoning Machines and also the Slicers.

• Interpreter for Axiom International for several days.

- Helping nations build the capacity and capability to develop effective security and justice systems.
- I interpreted speeches on the judicial and criminal subjects for an American lawyer.
- I translated several texts on judicial system.

- **Co-founder of Morii**

- Co-founding Morii was one of my highlights of my education.
- Morii is a non-governmental non-profit educational organization. It has a Facebook page and a Youtube channel. It was committed to translate educational videos and articles, help others to learn English language and help other translators to improve their translation skills.
- I have a key role in the organization: besides translating myself, I edit and review all the translated materials and make and edit all the videos.

- **Volunteer Translator at Feropedia Website**

- Feropedia is a Kurdish Educational project aiming at improving educational system and honing teacher's, parents', and planners' skills.
- I translated several texts on education and methods of teaching.

- **Electrician's Apprentice**

- I have assisted an electrician in order to learn his skills.
- I have set surveillance cameras to many buildings and fixed many electrical problems.
- I am very skilled at using all the tools that an electrician use on a daily basis.

- **Carwash Worker**

- I worked at a carwash for a month in Sulaimanyah Family Mall.
- Car washing is laborious and tiresome work, but I managed to work very diligently.
- I learnt how to professionally clean cars and the experience taught me to work under pressure and always be meticulous.

- **Private Tutoring**

- I provided one-on-one educational assistance to general manager of Ramada Hotel.
- I prepared the best suited business English language lessons for him.
- I catered to his needs and adapted the lessons in a way he could get benefited the most.

- **Interpreting for a Norwegian professional Photographer and a Danish columnist**

- On the ground interpreting in a village in Sulaimanyah and providing them information about Kurdish traditions and way of life.

- **Volunteer Translation Teacher at Macos Organization.**

- I taught translation lessons online and reviewed all the translated texts and gave the students feedbacks.
- I organized my lessons in a way to help them be professional translators.

- **Volunteer Translator and Subtitler for Kurdcinema, Zhernus and Cinema Salim**

- Translating and subtitling movies and professional documentaries.
- Translating critical reviews of movies and biographies of filmmakers.

Language Skills:

- Kurdish, Native.
- English, Fluent.
- Arabic, Very good.
- Persian, Not bad.
- French, Not bad.

Computer Skills:

- Microsoft Office (Word, Excel, PowerPoint, Access & Outlook).
- Good information in using office tools, scanner, printer, photocopier, and the like.

Other Skills:

- Effective and solid written and verbal communication and interaction skills.
- LEADERSHIP.
- Team working and customer service.
- Multitasker and time-management skills.
- Well organized and attention to details.
- Strong decision making and good team leading skills.
- Punctuality, Adaptation and Creativity.
- Ability to work under pressure.
- Critical thinking and Reliability.

Certifications & Awards:

- Human Resource management training course at American Corner Sulaymaniyah from 5th to 8th of August 2019.
- Completion of (Caring for The Customer) training course held on December 4th, 2019 by Rwanga Foundation.
- Completion of (Medical Terminology and Translation) at Macos Organization from 18th to 31st of August 2018.
- Freelancing Certificate at Mercy Corps from 4th April to 21st Nov 2021.

Job Objective:

I am looking for a position in an environment that offers a great challenge, to enhance my knowledge, and gaining more experience, a position to would allow me to utilize my skills and knowledge in one to accomplish the given tasks within a timed manner and with a team spirit.

References:

References are available upon request.