**Work Objectives**

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| --- | --- |
| **Name** | Mohamed Mohamoud Askar |
| **E-mail** | [askarmah@gmail.com](mailto:askarmah@gmail.com) |
| **Telephone** | +252-2-63-4465232 |
| **Address** | **​Sh. Madar Rd, G-Libax District, Hargeisa - Somaliland** |
| **Nationality** | Somali |
| **Date of Birth** | 04-Mar-1981 |

Fast and efficient translation services, delivery before or on deadline.

Always satisfied customers.

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| **Mother Tongue** | Somali |
| **Translation & Proofreading languages** | English > Somali |

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| **Some projects I**  **Successfully completed** | October 2013: Somali New Deal (17,000 words) |
|  | Jan 2014: Workers’ Rights Manual (30,000 words) |
| Sept 2014: RPC Handbook (18,000). |
| Oct 2016: [https://www.matecat.com/translate/15405325/en-](https://www.matecat.com/translate/15405325/en-US-id-ID/493028-f242163f59e5#288740699) [US-id-ID/493028-f242163f59e5#288740699](https://www.matecat.com/translate/15405325/en-US-id-ID/493028-f242163f59e5#288740699)  May 2017: [https://www.matecat.com/translate/pfs-](https://www.matecat.com/translate/pfs-03financialassistanceeligibility2-2017forwebsitedocxsomrtf/en-US-af-ZA/727726-a92030d2a975) [03financialassistanceeligibility2-2017forwebsitedocxsomrtf/en-](https://www.matecat.com/translate/pfs-03financialassistanceeligibility2-2017forwebsitedocxsomrtf/en-US-af-ZA/727726-a92030d2a975) [US-af-ZA/727726-a92030d2a975](https://www.matecat.com/translate/pfs-03financialassistanceeligibility2-2017forwebsitedocxsomrtf/en-US-af-ZA/727726-a92030d2a975)  June 2017: [https://www.matecat.com/translate/matecatproj-](https://www.matecat.com/translate/matecatproj-201706071015/en-US-so-SO/790466-d3b2f8a8935d#486268140)  [201706071015/en-US-so-SO/790466-](https://www.matecat.com/translate/matecatproj-201706071015/en-US-so-SO/790466-d3b2f8a8935d#486268140) [d3b2f8a8935d#486268140](https://www.matecat.com/translate/matecatproj-201706071015/en-US-so-SO/790466-d3b2f8a8935d#486268140) |
| There are thousands of other big, medium and small sized  projects which I successfully completed. |

# COMPUTER SKILLS:

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| Word, Excel, Powerpoint, PDF, MemSource and Matecat | Advanced |
| MemoQ, SDL Trados 2015 | Intermediate |
| Wordfast | Basic |

**PRIMARY AREAS OF WORK**

**Police / Courts Education Business Others**

* Marriage, divorce,

death and birth certificates

* Immigration documents
* Marriage agreements
* Court settlements
* **Court findings:** Supreme Court, Court of Appeals and District court
* Directorate of Education
* Diplomas
* Transcripts
* Universities & colleges
* Thesis & dissertation
* Educational reports
* Vocational certificates
* Contracts
* Rental contracts
* Profit/loss accounts
* Balance sheets
* Annual reports
* General Meetings Strategy/Contingency
* Sales information
* Marketing & advertising
* Medical and

pharmaceutical documents

* IT and computer related documents
* Social care and services
* And many others

# OTHER PROFESSIONAL SKILLS

## Sept 2012 – Dec 2015: Accountant at Zamzam Distribution

Nov 2009 – Sept 2012: Secretary at Lucky Star Construction Co.

**EDUCATIONAL BACKGROUND**

Dec 2014 – Dec 2015 Beder International University: Post Graduate Diploma of Banking and Finance

Oct 2005 – Aug 2009 University of Hargeisa: Bs of Economics

Sept 2001 – Jul 2005 Tima’adde Secondary School: GCSE