



OBJECTIVE

- Ensuring 100% guaranteed client satisfaction while maintaining the originality of the source with 200% effort.
- Having an excellent command in English & Malay and experienced for more than 3 years translating several document such as website, business documents, articles, apps and more.

PERSONAL DETAILS

Name : Muhamad Mustaqim B. Hanafiah
Contact Address : No. 58 Persiaran Perpaduan Utara 4, Taman Bercham Raya,
31150, Ulu Kinta Perak .
Telephone Number : 011-29305503
Date of Birth : 25 September 1991
Nationality : Malaysian
Race : Malay
Religion : Muslim
Marital Status : Single
Email : blizzardalaska91@gmail.com

EDUCATIONAL BACKGROUND

2008 : Certificate Education of Malaysia
2009 : Level 1 Food & Beverage Certificate
2015 : Malaysian University English Test (MUET)
2015 : Diploma In Business Studies*
Major : Business Management*

Major Course Include : Marketing, Management, Finance, Basic Accounting and Human Resource.

EXPERIENCES

January 2013 – Recently
Position : Translator

- English – Malay Health Article (1000 Words)
- English – Malay Tourism Guides (300 Words)
- English – Malay Document Translation (1500 Words)
- English – Malay Powerpoint Teaching Module (10 Slides)
- English – Malay Website Translation (800 Words)
- English – Malay Local Tour Guide (500 Words)
- English – Malay Mobile Application (800 Words)
- English – Malay Electronic Guide (600 Words)
- English – Malay Marketing Research (700 Words)
- English – Malay Airlines Services (500 Words)

KNOWLEDGE AND SKILLS

- Excellent communication and writing in Malay & English
- Able to operate computer skills such as Microsoft Powerpoint, Word, Excel and Publisher.
- Personal strength : Hardworking, good teamwork, able to adapt to new environment, minimum supervision required and able to work under pressure.