

CURRICULUM VITAE

NOR AINI ZAINOL RASHID

PERSONAL DETAILS

Country : Malaysia
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PROFILE SUMMARY

I am Nor Aini Zainol Rashid and I am a freelance English-Malay/Malay-English translator. I am certified by the Malaysian Institute of Translation & Books (ITBM). I am a Malay native speaker and proficient in English, since I have been polished and trained in these two languages. I hold a Master of Human Resources and also a Diploma in Secretarial Science. My working experiences of more than 24 years with different organizations such as in financial institution and human resources in a government-linked company has given me the opportunity to gain valuable knowledge in two different fields.

ADDITIONAL INFORMATION

Translation rate : USD0.10 or RM0.30 per word
Review rate : USD0.05 or RM0.15 per word
Payment method : Bank transfer via Maybank account no. 152068637515 or via Paypal : ainizai3@gmail.com

ACADEMIC EDUCATION

1st Highest Education

Level : Master in Human Resource Management
Graduation : 2015
Institution : Northern University of Malaysia (UUM)

2nd Highest Education

Level : Diploma in Secretarial Science
Graduation : 1987
Institution : MARA University of Technology (UiTM)

OTHER QUALIFICATION

March 2015 : Certified Translator by Malaysian Institute of Translation & Books (ITBM)

WORK EXPERIENCE

2015 to present : **Consultant/Translator**

- Consultant/Translator for Malaysian Equine Council on project basis.
- Consultant/Translator for LeapEd Services Sdn Bhd on a contract basis on education modules.
- 7400 words thesis – Malay to English (via individual person)
- 5500 words on Philanthropic Donation – English to Malay (via agency)
- 2800 words on hair advertisement – English to Malay (via agency)
- 10443 words on software term – English to Malay (via agency)

2006 to 2014 : **Executive – Human Resources**, Group Head Office, Sime Darby Holdings Berhad

2003 to 2006 : **Executive** – Finance Department, Asia Composite Manufacturing Sdn Bhd

1989 to 2003 : **Secretary** – UMBC Bank Behad (now known as RHB Bank Berhad)