**NUR HIDAYAH AB AZIZ**

***FREELANCE TRANSLATOR***

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**OBJECTIVE**

To become a professional translator with huge experience providing outstanding translation services to international clients in various fields.

**SUMMARY OF SKILLS AND PROFICIENCIES**

* Native speaker of Malay language
* Areas of expertise include law, social science, and other general subjects
* Experienced in teaching Law subjects using English as the primary medium of instruction
* Proficient in MS Office (Word, PowerPoint, Excel)
* Ability to meet deadlines and provide high quality translation
* Ability to understand and translate legal terminologies
* Four years of experience in translation
* Excellent typing and short-hand skills
* Hard working, highly motivated and results oriented

**LANGUAGE CERTIFICATIONS**

* Highest grade (A1) in Malay Language (SPM)
* Highest grade (A1) in English (SPM)
* Highest grade (A+) in English for Academic Purpose (Bachelor’s Degree)
* Band 6.5 (IELTS)

**EDUCATION**

Master of Laws (Research) 2013

Universiti Teknologi MARA, Selangor, Malaysia

Bachelor of Laws (LLB) 2007

International Islamic University of Malaysia (IIUM), Selangor, Malaysia

Sijil Pelajaran Malaysia (SPM) 2001

Sekolah Menengah Kebangsaan Jitra, Kedah, Malaysia

**PROFESSIONAL EXPERIENCE**

**Freelance Translator (2011- Present)**

* Provide translation and subtitling servicesfrom Malay to English and English to Malay for articles, journals, blogs, advertisements, assignments, CVs, theses, abstracts, books, agreements and presentations.
* Main areas of specialization are law, management, business, social science, marketing, travel and tourism, education, health, and fashion.

**Lecturer**

UniversitiTeknologi MARA, Shah Alam, Malaysia (2012 – 2015)

* Taught Law subjects for law and non-law students
* Served as a Resource Person for Contracts, Criminal and Torts Law subjects.
* Conducted lectures and tutorials according to the standard teaching syllabus; prepared teaching materials; prepared assignments and tests’ questions; evaluated students’ marks; marked examination scripts; provided supervisions and consultations; invigilated examinations; involved in other academic works

UniversitiTeknologi MARA, Perlis, Malaysia (2008 – 2010)

* Taught Business Law and Commercial Law subjects for business and accounting students at diploma and degree levels
* Served as a learning facilitator for BBA PJJ/Long Distance Learning programme
* Conducted lectures and tutorials according to the standard teaching syllabus; prepared teaching materials; prepared assignments and tests’ questions; evaluated students’ marks; marked examination scripts; provided supervisions and consultations; invigilated examinations; involved in other academic works

**Legal Executive**

CIMB Assurance Berhad, Kuala Lumpur, Malaysia (2007 – 2008)

* Prepared and reviewed insurance guidelines and policies, contractual agreements,proposals, reports, and other relevant documents
* Ensured due compliance of law in the business operation of the company
* Advised the company in various legal aspects

**PUBLICATION**

* Consumer Protection Relating to Online Advertising in Malaysia [2013] *LNS(A), 1*, viii. CLJ Law.
* The Employer’s Duties and Liabilities in Commuting Accidents in Malaysia: Law and Management [2015] *Procedia-Social and Behavioral Sciences, 211,* 796-802.

**RATE**

EURO 0.05 per source word (job dependent)