**Nur Sarah binti Mohamed Hamzah**

**Career Objective**

Seeking a responsible job with an opportunity for professional challenges.

**Personal Information**

Gender : Female Nationality : Malaysia

Age : 24 Marital Status : Single

Date of Birth : 03 February 1992 I.C or Passport : 920203-08-5262

**Official Contact**

Email : sara.hamzah32@gmail.com

Mobile : 013-5052560

Tel. : 05-3763385

Current Address : Batu 20, Kg Bakong Lambor Kiri 32900 Parit, Perak Darul Ridzuan.

**Education**

**University Science Malaysia** (Graduation Date: 30 April 2016)

Qualification : Bachelor Degree

Field of Study : Translation with Interpreting

Minor : Psychology

Result : 2nd Class

**Sekolah Menengah Kebangsaan Dato’ Abdul Rahman Yaakub** (Graduation Date 2011)

Qualification : STPM Major : Business Study

Field of Study : Humanities Result(CGPA) : Pointer 3.58

**Work Experience**

**Sekolah Kebangsaan Seri Iskandar: Temporary Teacher (May-July 2016)**

Responsibility : To teach English language to primary school student.

Achievement : Managed to handle student and handle school programme

Experience gain : Increase personal soft-skills and confident level with people.

**Billion Shopping Centre : Brand Sale Promoter ( June-August 2015 )**   
Responsibility : Incharge in restocking goods, auditing inventories and serving the customers.

Achievement : Manage to handle stocks and achieve the company sale’s target for each working months.

Experience gain : Learn in adapting fussy customer and communicate well in serving them.

**Pusat Tuisyen Mawar: Part time Tutor (Januari – February 2014 )**  
Responsibility : To teach Malay Language to UPSR, PMR and SPM candidates.

Achievement : Managed to handle students and achieve students’ understanding in the subject.

Experience gain : Learn to be more patient in teaching to the student.

**Marrybrown Restaurant: Cashier ( January-April 2012 )**

Responsibility : Responsible for taking money in the form of cash, check, or credit card from patrons in exchange for food or services. Scans items, provides change, balances drawer, and processes card transactions.

Achievement : Managed to be the best staff of the month.

Experience gain : Increase personal soft-skills and confident level with people.

**Translation Activities**

* Translated Book ‘***I Used to Know that World History****’ by Emma Marriot* into Malay language ‘***Sejarah Dunia Yang Pernah Saya Ketahui****’* in 2014. (Final Year Project I).
* Translated UNESCO Book ‘***The World Heritage: A Guide to All 981 UNESCO World Heritage sites***’ into Malay language ‘***Warisan Dunia: Panduan 981 Tapak Warisan Dunia UNESCO***’ in 2015. (Final Year Project II).
* Translation and Evaluation Company Portfolio Project in 2015.
* Translated various texts in fields; Law, Science, Mathematics, History, Tourism, and Technical since 2012 until present.
* Subtitling, subtitle for deaf and hard hearing (SDH), website localization, dubbing, voice over.

**Extracurricular Activities at University**

* Head of Department (Food and Drink) of Enterpreneur Club’s Orientation Day, USM 2013
* Secretariat of Department (Protocol) of SFCF, USM 2013
* Secratariat of Department (Career Talk) of EKSPEN, USM 2013
* Secratariat of Department (Business Corridor) of Convex’14,USM 2014/2015
* Secretariat of Department (Karnival Kesihatan)My Sihat’14 USM 2014/2015

**Skills**

* Languages: English, good in writing; good in spoken; BM, native speaker; good in both writting and spoken.
* Translation: document (any fields); website; subtitle.
* IT skills: MS Office applications, Desktop Publishing (DTP), Photoshop and social media.
* Event management.

**Interest and Activities**

* Reading • Photography • Social Networking
* Writing • Outdoor Activities

**Work Preference**

Working Hour : 8 hours Availability : Immediately Transportation : Yes

**References**

**Dr Goh Sang Seong**

Lecturer of Translaton with Interpreting

School of Humanities

Universiti Sains Malaysia

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