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| **ROZILA – Native Malay Translator****C:\Baby\Translation\Gambar Untuk CV\Baby-CV01.jpg** |
| NameAddressTel/FaxMobileE-mail | Rozila AhmadNo 33, Jalan Setia Duta U13/21C, Setia Eco Park, 40170, Shah Alam, Selangor, Malaysia.603-33443373 6019-3303919Rozila919@gmail.com or rozila919@yahoo.com YM :rozila919@yahoo.com |
| **PERSONAL PARTICULARS** | **EDUCATION BACKGROUND** |
| Age / DoBGenderMarital StatusNationalityNative Lang. | 44 years / 04 Dec.1967FemaleMarriedMalaysianMalay (Bahasa Melayu) | Highest EducationField of StudyMajorName of InstitutionLocationGraduation Date | DegreeEngineeringElectrical & Electronic EngineeringUniversity of Hartford,Connecticut,U.S.A1990 |
| **LANGUAGE TRANSLATION/EDITING/PROOFREADING WORK EXPERIENCES (ENGLISH > MALAY)** |
| Providing translations service on freelance basis since 2004. |
| * Tender specification for telecommunication company
* Letters for tourism industry.
* Legal documents
* Training manual for beauty & spa industry.
* Product description for skincare.
 | * Skincare & Healthcare leaflets
* Brochures
* A&P materials
* Website content
 | * Operation manuals for audio, electrical and electronic items, mobile phone etc.
* Software (mobile phone) and Hardware
* Certificate of Birth/Marriage/License
* General correspondences to Government Departments and Agencies

*………and etc.* |
| **LIST OF CLIENTS** |
| * Microsoft
* Expedia
 | * SONY
* Nokia Siemens
* Huawei
 | * Pevonia Botanica Skincare
* Beauty Palace
* Beauty & Health

 magazine | * Celcom Axiata
* Telekom Malaysia
 | * Ministry of Domestic Trade ,Cooperative and Consumerism of Malaysia.
* Perbadanan Nasional Berhad,Malaysia

*….and many more* |
| **LANGUAGES PROFICIENCY (Best =10, Worst=1)** |
| LanguageSpoken / Written | Malay (Bahasa Melayu)9 / 9 | English7 / 7 |
| **SERVICES AND RATES** |
| **Currency** | **USD per source word** |
| Translation (EN>MS), *Daily output: 3000 words* | 0.08 |
| Hourly charge | 30.00 |
| Min. charge (<200w) | 20.00 |
| **TOOLS USED** |
| Software | CAT: SDL Trados Studio, Trados 6.5, Wordfast, SDLX, Idiom, DejaVu, LocStudio, POEdit, Logoport, TranslatorTool, Alchemy, MS Word, MS Excel, MS Powerpoint, Adobe, Winzip |
| Hardware | Desktop, Laptop, Modem, Canon Copier/Printer/Scanner |
| Translation aid | Dewan Eja Pro |
| **OTHERS** |
| Job submission | E-mail, Courier, Fax, FTP (File Transfer Protocol), YouSendIt (http://www.yousendit.com) |
| Payment method | Check/cheque, Telegraphic Transfer, Western Union, Moneybookers |