**RESUME**

**NAME** : Puan Sharifah Rashidah bt. Syed Ahmad

**ADDRESS** : 226 Jalan Mewah 1/6, Taman Mewah

 09600 Lunas, Kedah

**MOBILE** : 013-5213020

**I/C No**. : 620527-02-5624

**E-MAIL** : sharifahmd@hotmail.com

**LANGUAGE PROFICIENCY**

|  |  |  |
| --- | --- | --- |
| **LANGUAGE** | **SPOKEN** | **WRITTEN** |
| 1. Bahasa Malaysia - Native

 Language | EXCELLENT | EXCELLENT |
| 2. English - Second Language | EXCELLENT | EXCELLENT |

**EDUCATION BACKGROUND**

1. Obtained a certificate in Translation from Institut Terjemahan Negara Malaysia Berhad in August 2009.

2. Accomplished a Masters Degree in Information Technology from University Sains Malaysia in 2004.

3. Obtained a certificate in Information Technology from Institut Perguruan Darul Aman, Alor Star in December 2000.

4. Acquired a Diploma in Education from Institut Perguruan Ilmu Khas, KL in May 1991.

5. Accomplished a Master in Business Administration from Southern Illinois University at Edwardsville, USA in 1986.

6. Acquired a Bacherlor of Science in Finance from Eastern Illinois University, USA.

**COMPUTER SKILLS**

**1. Known Operating Systems:**

 Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista

2. **Known Office Package:**

Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express

**PROFESSIONAL BACKGROUND**

**2003- present**: SMK Air Merah, Kulim, Kedah

1. Teaching the English Language and Perdagangan for Form Four and Five.

2. Coordinator for the PPSMI programs; planning and organising training sessions for Science and Mathematics teachers to assist them in teaching those subjects in English.

3. State Master Trainer for PPSMI courses for the Science and Mathematics teachers.

4. Editor for training modules for the PPSMI courses.

5. Developed teaching coursewares for English and Maths subjects.

**TRANSLATION EXPERIENCE**

1. Translated an Annual Report for the Majlis Agama Islam Wilayah Persekutuan in

 2009.

2. Edited a translation of an Annual Report for the Jabatan Laut Malaysia in 2009.

3. Translated a Proposal for ICT graduate students from Universiti Sains Malaysia.

4. Translated some articles for the OUM students in the field of education.

5. Involved in website translation consisting of 50000 words in 2012.

6. Translated thesis for Master’s Student on Workplace Safety in 2011.

7. Translated thesis for PHD Student on English Literature in 2012.

8. Translated a website consisting of 200000 words in 2012.

**EDITING EXPERIENCE**

1. Edited a master thesis entitled "Waqf in a Muslim Minority Country" (3782 words) for a USM student.

2. Edited a few chapters in a master thesis on "Marketing of Bahulu" (about 5000 words) for a USM student.

3. Edited a master thesis entitled "**Potential of Zakat Fund in Muslim Society in Bangkok, Thailand**" ( about 6000 words) for a USM student.

**TRANSLATION SAMPLE ACCOMPLISHED**

**Source Text**

Pencapaian MAIWP semenjak ditubuhkan sehingga kini adalah baik. Tanggungjawab bagi membela dan meningkatkan sosio-ekonomi masyarakat Islam khususnya di Wilayah Persekutuan meliputi aspek pembangunan modal insan, pembangunan ekonomi, hartanah dan sebagainya telah dilaksanakan dengan jayanya secara berterusan dari semasa ke semasa.

Dalam aspek pengurusan zakat contohnya, MAIWP merupakan antara negeri yang mempunyai jumlah kutipan dan agihan zakat yan tertinggi. Kekuatan dana kewangan merangkumi dana zakat membolehkan MAIWP mengatur dan melaksanakan pelbagai program dan aktiviti yang memberi manfaat kepada umat Islam di Wilayah Persekutuan dan dalam kes-kes tertentu, bantuan turut disalurkan kepada masyarakat Islam melangkaui sempadan Wilayah Persekutuan dan negara.

**Translated Text**

The achievements of MAIWP since its establishment has been excellent. The responsibility to preserve and improve the socio-economic aspect of the Muslim community especially in the Wilayah Persekutuan which includes the development of human capital, economy, real estate and so on has been carried out successfully and continuously from time to time.

From the zakat management aspect, for instance, MAIWP is one of the states with the highest zakat collection and distribution. The financial strength which is also derived from the zakat pool enables MAIWP to plan and execute various programs and activities which are beneficial to the Muslims in the Federal Territory. and in certain cases, the assistance is also extended to the Muslim communities beyond the boundaries of Federal Territory and our country.