**ULZIISAIKHAN DASH**

S.Danzangiin gudamj, Zasgiin gazriin II bair, E corps,

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My name is Ulziisaikhan Dash, and I am a freelance translator of English into Mongolia and vice versa. I offer a wide range of translation-related services, including original translation, editing and proofing, back-translation and back-editing, and translation verification.

I have extensive 5 years experience in translating all kinds of documents and materials in various fields, including Business, Accounting, Economics, Finance, Politics, Law, Public policy, Mining, Computer, Environment, Information technology.

**EDUCATION**

1998-2002 Bachelor of Business Administration, stream Finance, Mongolian National University, School of Finance and Economy.

2010-2012 Master of Business Administration stream Finance, Australian National University, College of Business and Economy, Australia.

**WORK EXPERIENCE**

2002-2008 Officer, Fiscal Policy and Coordination Department, Ministry of Finance Mongolia.

Duties Included:

* budget consolidations;
* analysis of both central and local government expenditure and revenue
* Translation of Budget documents;
* Preparing a draft of next year’s budget law;

2008-2010 Senior Economist, Fiscal Policy and Department, Ministry of Finance Mongolia.

Duties included:

* Preparing a draft of next year’s budget law;
* Translating many kinds of budget related documents and laws;
* Developing medium term fiscal framework;
* Improving regulative environment of the Fiscal Policy.

2012- Team leader/Translator of the Budget preparation and information system (BPIS) project, which is sub-project of the Economic Capacity Building Technical Assistance Credit Project, World Bank, Ministry of Finance, Mongolia.

Duties included:

* During the BPIS development stage, overseeing and undertaking monitoring of project team members’ inputs to ensure that the tasks are carried out in line with the approved Project Plan;
* Liaise and manage relationship with the Contractor;
* Provide prompt and efficient translation support to the MoF’s project team in communicating with developer’s team;
* Report on a regular basis and when it is required on the status of the system to the BPIS Project Manager and Director General of BPIS.

**TRANSLATION EXPERIENCE:**

English > Mongolian:

* 2008 Government Finance statistics manual 2001 (ca 126,000 words)
* 2011 Requirements Traceability Verification Matrix for Budget preparation and information system (ca 11000 words)
* 2012 System catalogue for Budget preparation and information system (ca 33000 words)

Mongolian>English:

* 2008 Public sector management and financial law of Mongolia (ca 11,000 words)
* 2009 Budget 2010 documents (ca 18,000 words)
* 2010 Contract for Budget preparation and information system project (ca 20,000 words)
* 2012 Budget law of Mongolia (ca 20,800 words)

**PERSONAL SKILLS**

* Highly skilled in PC based applications such as Word, Excel, Power point, Trados
* Have excellent research and navigation skills.
* Excellent interpersonal skills with the ability to functions effectively and collaboratively in a team environment;
* Familiar with Data Modeling and Relational Database Design
* Be able to work overtime.