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| **Yussuf Osman Ahmed** |
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# FOCUS

### Transcription, Translation, Proofreading, Web research, and data entry for a text of 10,000 words, a children’s story, a medical document, audio, online course content, and video.

# Tools OF Trade

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| **CAT TOOLS**  **Word Fast Pro | F4/F5 Transkript | SDL Trados | Trans tool | Memo Q | Mate cat | Grammarly | Doxillion Document converter | Express Scribe Transcription Software | NCH Software Suite | Scribes 1.4.5**  **Other Softwares**  **Microsoft office (Excel, word, PowerPoint, publisher among others) Audition, Ableton Live Pro 9, Photoshop, InDesign, premiere, After Effects, Illustrator, PDF creator, Foxit Reader** |

# Professional summary

**Qualified professional English/Somali/ Data entry/ web researcher services provider with excellent communication and interpersonal skills, Hard-working, friendly and very much a team player.**

**I believe I have the required skills set to successfully complete this job. I am very serious about producing quality work. I promise to be responsive and pay attention to detail. I am available to speak if you have more questions.**