**VIRTUAL ASSISTANT, DATA ENTRY AND TRANSLATION, CURRICULUM VITAE**

Name : Zakaria Abshir Ali

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DOB : 01/01/1996

Nationality : Somali

Resident : Kenya

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|  | **Profile Skills:**  |  |

Dedicated English-Somali monolingual translator who has extensive experience in translating, interpreting, transcribing, and proofreading documents. I am always available and usually respond within an hour. I consider myself a detailed oriented person who can work independently or as a part of a team, I am very organized and can meet job required deadlines. My Interpersonal and time management skills are some of my strong points and I believe good communication is very important in every success. With a background in computer skills, I’ve been translating for five years. As a native Somali speaker, I am familiar with the target audience of your content and find the right formulation. I can adapt your texts so that they are not only understood by your Somali clients, but also well received.

**Other Talents:**

* Able to work with people of multi-cultural backgrounds, religion and race
* Excellent negotiation skills
* Problem solving capacity
* Keeps Confidentiality
* Able to work under pressure situation
* Strong interpersonal skills
* Good understanding of humanitarian and Sphere relief standards in Somali context
* Able to work in and contribute to team building environment

# Education Background

Certificate of Computer skills

2018

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# Workshops and Trainings Attended/ Professional / Courses undergone

* Child protection and child right training
* Certificate of life skills and Ethical issues in counseling
* Trained in using the following statistical Packages; EXCEL topic covered include: Data Entry, Data Cleaning, Data Analysis,
* Communication skills
* HIV/AIDS
* Attended Female Genital Mutilation FGM Awareness and Prevention
* Attended One-year computer training course
* Attended Peace Education Training
* Attended Reproductive Health Awareness training organized by NCCK
* Conflict management and peace building
* Child Friendly school course on interactive child centered methodology
* School peer counseling.

# Work Experience

Translator/ interpreter

January 2017 to Date

# Competency

* Ability to work diligently and faithfully to achieve the organization’s goals through hard work and integrity towards those who I work with
* Upholding my dignity and the entire ethnical principles and mode of conduct of my profession
* Respect, team work and cooperation with all my workmates to achieve the common goals of the organization
* High professional integrity able to create relations and trust in all high articulate

# Strengths

* High motivation for achievement
* Good analytical and conceptual skills
* A fast learner, highly organized and self motivated
* Enjoys working with people to serve, meet deadlines and targets.
* Can work well without supervision
* Excellent communication and interpersonal skills

# Hobbies and Interests

* Reading Novels
* Making friends
* Carrying out researches

# Referees

Available upon request.