



# TRANSLATOR'S RESUME

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**Name :** Shakirah Zain

## PERSONAL PARTICULARS

DOB : 6th July 1965  
Location : Based in Malaysia  
Languages: Malay-Mother Tongue  
: English

## QUALIFICATIONS AND CREDENTIALS

BA Acct (Hons) , Ealing College, Thames Valley University, London 1987  
Certificate in Translation – Malaysian National Institute of Translation-2004  
Lifetime member of Malaysian Translators' Association

## LANGUAGE PROFICIENCY

Malay is my mother tongue while English is as familiar. Scored distinctions for Malay and English Language in the major examinations. Spoken and Written English since the age of 5 (five). Lived and studied in Australia and England among the locals for a total of 8 (eight) years.

## PREVIOUS WORKING EXPERIENCE

- Internal Auditor with Island and Peninsular Bhd
- Project Accountant with KLCC(Holdings) Sdn Bhd, Kuala Lumpur City Centre Berhad
- Financial Controller with Meadow Plus Sdn Bhd, Construction Company with PKK Class A & CIDB G7

## GENRE TRANSLATED ENGLISH<>MALAY

- Company Annual Reports
- Company Prospectuses
- Banking – Terms and Conditions  
- Promotional Documents
- Legal Documents and Court Proceedings
- Code of Conduct
- Company Mission and Vision
- Standard Operating Procedures
- Marketing - Creative copies
- Surveys and Questionnaires
- Birth/Death/Marriage/Divorce Certificates
- Resume/Curriculum Vitae/Transcripts
- Fiction & Non- Fiction Publications
- Website Localisation
- Medical & Pharmaceuticals  
- Informed consent forms  
- Surveys and information leaflets
- Training Manuals and Materials
- Course Materials & Guide
- Electrical Items Operations Manual
- Software Interface  
- Mobile phones, GPS Equipment,  
Computer Software
- Press Releases
- MSDS

## LIST OF CLIENTS

- Air Asia
  - Sony
  - Nokia
  - Titan Chemicals
  - Pfizer
  - Petronas Mitco
  - Route 66
  - Kenexa
  - Astra Xeneca.
  - Nav 'N Go
  - Expedia
  - Boffin
  - McDonalds
  - Avery Dennison
  - Procter & Gamble
  - TM
  - Mingoville
  - Schlumberger
  - Loreal
  - Ikea
  - Marlboro
  - Hotels.com
  - Beckers
  - Volvo
  - Google
  - Yahoo
  - Microsoft
  - Dell
  - Intel
  - IBM
  - Philips
  - Siemens
  - GKN
  - Shell
  - Caterpillar
  - Sunway Corp
  - Suncity
  - Reckitt Benckiser
  - National Panasonic
  - Facebook
  - Almac
  - JVC
  - Nestle
  - JWW Marriott
  - Motorola
  - MDeC
  - Starcruises
  - 4shared.com
  - Central Bank of Malaysia
  - RHB Bank Berhad
  - Citibank Malaysia Berhad
  - Hong Leong Bank Berhad
  - Sapura Telecommunications
  - Standard Chartered
  - Australian Customs and Border Protection
  - Public Bank Berhad.
  - National Semiconductor
  - Human Genome Sciences
  - Open University Malaysia
- ....and many more

## SOFTWARE AND HARDWARE

Software : MS Office, OpenOffice, Adobe Acrobat, Winzip  
CAT: Trados 7.0, SDLX, Logoport, Localisation Studio  
Hardware : Desktop, Laptop, Modem, Fax, EPSON Copier/Printer/Scanner

## RATES AND CAPACITY

	USD per source word
Translation (EN<>MS), Daily output: 2500 words	0.10
Editing (EN<>MS), Daily output: 7500 words	0.05
Proofread (EN<>MS), Daily output: 12,000 words	0.04
Min Charge (<200w)	30.00
Hourly Rate	40.00

