

## **Samira Beiraami**

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### **WORKING LANGUAGES**

### **SKILLS PROFILE**

#### **English to Persian**

#### **Persian to English**

- Experienced translator/ interpreter
- Dramatically enhanced customer-satisfaction ratings by expediting all claims and ensuring a high degree of accuracy and tactfully resolving sensitive issues
- Excellent working knowledge using SDL, Microsoft Excel, Microsoft Word, outlook.
- Created own glossary for well stimulation procedure.
- Experience in handling confidential paperwork
- Good customer-relations background

### **WORK EXPERIENCE**

#### **June 2008 – Present**

#### **Freelance Translator**

Translation and proofreading:

- Contracts
- Reports
- Medical Questionnaires
- Documentation of purchase tenders
- Material Safety Data Sheets
- Worker's manuals

in different fields:

General,Psychological,Oil and Gas,Legal, Financial, Technical, IT, Business areas, Medical

#### **July 2018– Present**

#### **Translator / Proofreader**

#### **Sade Danesh publication**

Translation and proofreading Psychological books

- Communication In Marriage : How To Communicate With Your Spouse Without Fighting,2nd ed,2017
- Recovering Intimacy In Love Relationships: A Clinician Guide,2nd ed, 2014

**March 2016— Present**  
**May 2012—March 2015**

**Interpreter/Translator**

**Rah Goshayane Darya Diving Company**

RGD is a major Iranian Diving services Company, is engaged in providing various diving services in Persian Gulf. <http://www.rgdco.net//>

- Translating technical documentation.
- Translating Letters and Hitch reports, minutes of meetings, email correspondence
- Translating Eng/Per, Pers/Eng:
  - Updated reports and other technical documentation
- Performed translation for CEO while having Meetings with Foreign Contractors
- Scheduled all executive-level meetings and travel of specialists.

**March 2015—March 2016**

**Interpreter/Translator**

**Ministry of Health & Medical Education**  
**International Affair Department**

- Draft and proofread documents, reports and correspondence
- Transcribing, typing and reviewing reports and minutes of meetings of International conferences
- Responsible for proper terminology usage in translations
- Translating procedures/documentation, reports, key events both in English/Persian, Persian/English.
- Take minutes of meeting in international conferences held by MOHME
- Communicated verbally and in writing with foreign specialist

**July 2012 – May 2013**

**Interpreter/Translator**

**Geely Automotive Industry Company**

Translation and proofreading:

- Contracts
- Reports
- After Sale Services Questionnaires
- Documentation of purchase tenders
- Worker's manuals
- Participating at different international exhibitions as coordinator and interpreter of regional committee
- Providing interpretation services for both parties

**Sept.2012 - Oct.2013**

**Interpreter/Translator**

**Indian Embassy in Iran**

- Providing translation and interpretation services for both Iranian and Indian parties
- Participating at different international exhibitions as coordinator of second secretary of Indian Embassy

**May 2011-April 2013**

**Translator and News writer**

**[WWW.BOURSNEWS.COM](http://WWW.BOURSNEWS.COM)**

- Searching for latest news related to currency and Gold Global Market
- Translating latest news
- Interviewing internal specialist
- Composing comprehensive weekly report

**Aug. 2008-July 2010**

**Translator**

**Rashedin publication**

Translation and proofreading:

- Articles
- Reports
- Stories
- Research materials

## **EDUCATION**

**2012-09      2014-07**

**M.A in Translation Studies**  
**[Allameh Tabatabai university](#)**

Allameh Tabatabai Street,  
Saadat Abad, Tehran  
GPA: 17.50

**2008-02      2012-02**

**BA in English Translation Studies**  
**[Ershad Damavand \(Non-governmental\) University](#)**

Enghelab Islami Avenue, Tehran  
GPA: 19.02

## **AREAS OF EXPERTISE**

- General texts
- Psychology
- Technical/Industry
- Oil and Gas
- Legal
- IT: hardware & software
- Pharmacy
- Business, Financial texts
- Questionnaires

## **SOFTWARE & HARDWARE**

**SOFTWARE:** Word, Excel, Outlook, PowerPoint, Adobe, AutoCad, SDL Trados, Online Search

**Hardware:** DVD-RW/CD-RW, LCD monitors, Laser printer, Scanner

## **Online Publications:**

<http://hotelmagazine.ir/pages/1344>

<http://www.magiran.com/magtoc.asp?mgID=1082&Number=214>

<http://worldeconomy.bourseblog.ir/?sn=about>

<http://hotelmagazine.ir/pages/1309>