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| **CURRICULUM VITAE** | | | | | | |
|  | **Name Muzaifah Hanim Muhtar**  **Email** [**muzaifahmuhtar@gmail.com**](mailto:muzaifahmuhtar@gmail.com)  **Tel No +60193369285**  **Address 23, Jalan Sutera Emas 2, 75260, Melaka, Malaysia**  **ProZ Profile** [**https://www.proz.com/translator/2643596**](https://www.proz.com/translator/2643596) | | | | | |
| **PERSONAL PARTICULARS** | | | | **EDUCATION BACKGROUND** | | |
| **Age / DoB** | **38 years / 30.Oct.84** | | | **Highest Education** | **Degree** | |
| **Gender** | **Female** | | | **Field of Study** | **Engineering** | |
| **Marital Status** | **Married** | | | **Major** | **Chemical** | |
| **Nationality** | **Malaysian** | | | **Name of Institution** | **Melbourne University** | |
| **Native Lang.** | **Malay (Bahasa Melayu)** | | | **Location** | **Melbourne, Australia** | |
|  |  | | | **Graduation Date**  **Professional Language Training** | **June 2008**  **Completed and Obtained Certificate by The Malaysian Institute of Translation and Books (ITBM) 2022** | |
| |  | | --- | | **QUALIFICATION SUMMARY** |   **Seeking to provide the highest standards of English to Malay and Malay to English with an unparalleled dedication to customer satisfaction and commitment to meet deadlines on an ongoing basis. Specialize in the area of Medical, Engineering and Life Sciences (Biotechnology, Biopharmaceutical and Human Medicine) with the healthcare industry. Demonstrated skill set to manage the integrity of the original text within the business community in Marketing and Corporate profiles. Thrive as a freelance translator for translations including abstracts, journals, manuals and scientific findings. Readily adapt to new avenues with a smooth transition in pursuit of new challenges.**   |  | | --- | | **KEY COMPETENCIES** |  * **Practical experience in diverse engineering and medical industries.** * **Successful development of Marketing communication tools, i.e., brochures, catalogues, research documents, training guides, promotional material, MSDS, PowerPoint presentations, instructions for wireless equipment, financial reports, secondary school texts, computer books for publishing company, mobile phone manual, E-learning web-site, television programs, and accurate proofreading.** * **Able to provide timely, proficient translations to boost corporate image or accommodate small to medium-sized business and individuals.** * **Thrive in project size of 2000-2500 words translated per day.** * **Adhere to privacy policies, disclosure, strict confidentiality of patents, etc.** * **Always project a high level of efficiency as a professional who readily meets client-based requests on demand, regardless of the industry.** * **Broad based knowledge in Medical, Engineering and Life Sciences: Biotechnology, Chemistry, Biopharmaceutical and Human Medicines.**  |  | | --- | | **LATEST SELECTED ACHIEVEMENTS** | | | | | | | |
| * Informed Consent Form for Medical Study on Drug for Cancer – 20,000 words (Eng-Malay translation) * Operating Manual for Ophthalmology Device - 2,000 words (Eng-Malay translation and review) * Informed Consent Form for Medical Study on Immunotherapy Drug – 8,000 words (Eng-Malay translation) * Informed Consent Form for Dermatology Study on Pustular Psoriasis – 6,000 words (Eng-Malay translation) * Biopharmaceutical Study Project - Involving questionnaires, patient diary, brochures, research posters, patient interviews and informed consent form for Covid-19 Treatment Drug. * Pharmaceutical SOP (12,000 words, English to Malay translation) * Material Safety Data Sheet (MSDS) - English to Malay translation * Clinical protocols (English – Malay translation) * Medical and optical equipment pamphlets (User instruction) – English to Malay translation * Clinical Trial Import Licenses and official letters of correspondence (Malay to English translation) | | | | | | |
| **LANGUAGE TRANSLATION/EDITING/PROOFREADING WORK EXPERIENCES (ENGLISH > MALAY)** | | | | | | |
| **Years of Experience 9**  **(Providing translations service on freelance basis since 2014, started the editing and proofreading in 2018)** | | | | | | |
| * **Pharmaceutical market research survey** | | | * **Annual Report** * **Skincare & Healthcare leaflets** * **University/college brochures** * **Company monthly bulletin** * **Website content** * **National park** * **Press release** * **Contract and legal documents** * **Equipment’s label and instructions for use** * **Material Safety Data Sheets** | | | * **Operation manuals for audio, optical and electrical items, mobile phone etc.** * **Certificate of Birth/Marriage** * **Clinical Trial Import Licenses** * **General correspondences to Government Departments and Agencies** * ***………and etc.*** |
| * **Medical study informed consent form** | | |
| * **Automotive market research questionnaires and its product related documents** | | |
| * **Training manual for hotels, oil rigs & chain restaurant** * **Children Story Book** * **Games and mobile user interfaces** | | |
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| **LIST OF CLIENTS (who received translations)** | | | | | | |
| * **Covance** * **Amway** * **Toyota** * **Novartis** * **Lenovo** * **Johnson& Johnson** * **DHL International** |            | **Ikea Boh XanGo Pfizer**  **Advantest Rentokil Initial**  **Omega Therapeutics** |  | * **Google** * **Yahoo** * **Microsoft** * **Siemens** * **Shell** * **Epson** * **Intel** * **IBM** * **Dell** | * **Samsung** * **Nestle** * **Sheraton Hotel** * **Cyber Security** * **Teleflex Medical** * **PayPal** * **SK Magic** | * **Central Bank of Malaysia** * **Standard Charted** * **Health Promotion Board, Singapore** * **National Pharmaceutical Regulatory Agency, Malaysia** |
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| **LANGUAGES PROFICIENCY (Best =10, Worst=1)** | | |
| **Language Spoken / Written** | **Malay (Bahasa Melayu) 10 / 10** | **English**  **8/9** |
| **TOOLS USED** | | |
| **Software** | **CAT : SDL Trados Studio 2017, MemoQ 2015, Wordfast, Memsource Editor MS Word, MS Excel, MS Powerpoint, Adobe, Winzip, WinRAR** | |
| **Hardware** | **Desktop, Laptop, Modem, Canon Copier/Printer/Scanner** | |
| **Translation aid** | **Dewan Eja11, DBP-PRPM, Kamus Pro** |  |
| **OTHERS** |  |  |
| **Job submission** | **E-mail, Courier, YouSendIt at** [**http://www.yousendit.com**](http://www.yousendit.com/) | |
| **Payment method** | **Telegraphic Transfer, Western Union, PayPal** | |