Aruna Ranggandam

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Work Experience

Freelance Translator

Spellbinder Advertisement Services - Kuala Lumpur
August 2002 to Present

Handling and translating documents such as advertisements, brochures, contracts, newspaper cuttings from English to Malay language and vice versa.

Sub-Editor

Malaysian National News Agency (Bernama) - Kuala Lumpur
November 2002 to October 2007

Carefully selected list of news in English and Malay Language. News from the general, sports, economy and the Reuters were carefully edited into the news web portal. A highly profiled organisation.

Administrative Assistant

A Cut Above - Kuala Lumpur
April 2000 to June 2000

As an admin staff, responsible of handling company's account matters. Typing letters, updating jobsheets, clients records, customer bills. Also handled stock checks.

Translator/Reporter

Utusan Melayu Bhd. - Kuala Lumpur
March 2000 to May 2000

As a news translator, news from various sections in CNN were translated from English to Malay and later to be published into the local newspapers.

Education

Diploma/Advanced Diploma in Professional Translation

Dewan Bahasa Dan Pustaka - Kuala Lumpur
September 2019 to Present

Diploma/Advanced Diploma in Language and linguistics, professional translation

University Of Malaya - Kuala Lumpur
January 1999 to January 2000

Skills

- Microsoft office
- Customer service
- Management
- Sales
- Scheduling
- Translating
- Community Relations