

# Zekeriye Adan

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## Summary

Working freelance for a translation agency providing translation services to clients where needed. Involved in converting business, legal, finance, and general files, documents, and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

A multi-skilled, reliable, professional translator with 7 years' experience of, and a proven ability to translate written documents from English to Somali and vice versa. I have work experience in translation and proofreading. I also have previous professional work experience in Finance, Business, Audit, and Accounting. I would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

## Skills

- Translation
- Proofreading
- Editing
- Management Accounting
- Financial Management
- Management
- Data Analysis
- SQL PostgreSQL
- Microsoft Office (Word, Excel, Access, Outlook, PowerPoint)
- Interpreting
- Subtitling
- Accounts reconciliation
- Ability to multitask and work under pressure
- Negotiation
- Python language (beginner)
- R language (beginner)
- Data trending knowledge
- Strong communication skills
- Self-motivated professional
- Financial Reporting
- Tax Return Filing
- ERP accounting
- PeopleSoft
- General Ledger Management

## Experience

01/2022 - 01/2023

Accountant & vendor manager, **HASHMART**, Nairobi, Kenya

- Generated financial statements and facilitated account closing procedures each month
- Recorded, compiled and documented the financial information
- Analyzed cost variances, reconciled financial discrepancies by collecting and analyzing account information
- Ensuring on-time payment of vendors
- Recruiting vendors and liaising with them in delivering their product when ordered
- Collected and arranged information and entered details into the computer database.

12/2019 - 12/2020

Accounting Assistant, **ONKOD GENERAL SERVICES**, Nairobi, Kenya

- Communicated with suppliers to reconcile invoice payments
- Completed financial reports to inform managers and stakeholders
- Maintained accurate and complete documentation for all financial department procedures
- Followed up with customers to collect information and verify details
- Supervised accounts receivables clerks
- Assisted in all financial statements preparations.

01/2018 - 01/2020

Freelance translator, editor and proofreader, **Translation Agency**

- Involved converting business, legal, finance and general files, documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

10/2017 - 05/2018

Audit Assistant, **ASH HASSAN & ASSOCIATES**, Nairobi, Kenya

- Reconstructed accounting records from clients' checks and cash receipts
- Auditing select areas of a financial statement and note disclosures
- Verified assets and liabilities by comparing items to documentation
- Helped ensure compliance with established internal control procedures by examining records, reports, operating practices and documentation.

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## **Education And Training**

**01/2019**

**Accounting And Finance**

**Association Of Chartered Certified Accountants (ACCA)**

Completed F1-F9 module exams, Did a Research and Analysis Project to earn my Bsc Applied Accounting from Oxford Brookes University that is in partnership with ACCA. Exam papers completed under ACCA. 1. Accountant in Business (F1) 2. Management Accounting (F2) 3. Financial Accounting (F3) 4. Corporate and Business Law (F4) 5. Performance Management (F5) 6. Taxation (F6) 7. Financial Reporting (F7) 8. Audit and Assurance (F8) 9. Financial Management (F9).

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## **Cat Tools**

- SQL PostgreSQL
- Microsoft Office (Word, Excel, Access, Outlook, PowerPoint)
- ONLINE CAT TOOLS (SDL TRADOS, MEMOQ8.9)

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## **Personal Information**

Date of Birth: 01/01/2001

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## **Languages**

- English
- Kiswahili
- Somali
- Arabic

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## **Hobbies And Interests**

- Reading & listening to podcasts
- Traveling
- Watching Programs especially Business, Adventure and Investigative documentaries.

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- Translation in Practice, Nanjing University
  - Working with Translation: Theory and Practice, futurelearn.com

## ***Training***

- Data Analysis, Technology university of delft
- Data analysis with spreadsheets, datacamp, New York, NY
- Introduction to Data science with R, datacamp, New York, NY
- Introduction to Data science with Python, datacamp, New York, NY
- SQL (postgresql), datacamp, New York, NY
- Strategic Management, Mo Kader
- Management for a Competitive edge, The International College of Management Sydney (ICMS)
- Management for a Competitive edge, ICMS
- Forensic Accounting and Fraud Examination, Coursera.org, Mountain View, CA
- Social psychology, Wesleyan University, Mountain View, CA
- Introduction to Negotiation: A Strategic Playbook for Becoming a Principled and Persuasive Negotiator, Coursera.org, Mountain View, CA
- Preventing Financial Crime, John Taylor
- What CFOs are Missing in Their Approach to Accounts Payable, Anne Wheeler

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## ***References***

Will prove upon request.