

**NOORSALHANIM CHE JAMEL**

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**EDUCATIONAL BACKGROUNDS**

L.L.B. Hons from International Islamic University of Malaysia (English is the medium language).

Certificate in General Translation Course from Malaysian Institute of Translation & Books

**LANGUAGE PAIR**

English to Malay and Malay to English

**FIELDS OF SPECIALISATION**

- Legal (corporate law, company law, commercial law, contract law, land law, Intellectual Property law etc) – agreements, government contracts, affidavits, summons, etc
- Tourism – travel brochures, advertisements, pamphlets etc
- Electrical/Electronic – user manual, safety handbooks etc
- Telecommunication – manual, seminar papers etc
- Human resource- office manual, staff instructions etc
- Journalism – news excerpts, articles etc
- Business- business proposals, letters, business licences, certificates etc
- Economic- general articles, proposals etc
- Retail- staffs manual, vouchers, forms, invoices etc
- Literature – short stories, books etc
- General- letters, birth certificates, driving licences, degrees, death certificates, forms, surveys etc

**TRANSLATION, PROOFREAD AND COPYWRITE EXPERIENCES**

- Translating office manual of and proofreading a document relating to tourism for Transnet System, Singapore
- Involved in interactive mobile phone messaging test assignments for Zi Corp of Canada.

- Translating ‘Charge Back’ letter for Ability Services, Italy.
- Translating a contract between government of Hong Kong and government of Malaysia.
- Proofreading 100 pages manual relating to direct selling and beauty products
- Proofreading manual and terms and conditions relating to direct selling
- Translating an advertisement excerpts relating to Japanese cracker
- Translating product manual for FLE Translation Center, China
- Translating corporate profile of healthcare and safety service provider, document related to religion, agreements, birth certificates, office manuals, office global policy, speeches etc. for KSB Translation, Indonesia
- Translating, editing and proofreading letters, order for adjudication, affidavits, statement of claims, receiving orders, marriage certificates, HR manuals, insurance, market research questionnaires, websites, travel brochures, mechanical and aerospace related manuals etc. for FolioTS, India
- Translating, proofreading and providing QA various documents such as computer programs related manual, safety manual, gaming, electronic product manuals, product manuals etc. Also provide subtitling services for Pactera Technology International Ltd (formerly known as Hisoft Services (Beijing) Ltd, China)
- Translating and proofreading documents e.g. product manuals, office manuals, HR policies, movie synopsis, articles, official documents etc. related to various fields such as movies, electrical, electronics, technical, online gaming, legal, finance, business, economics, health and safety, etc. for CLS Communication;
- Translating and proofreading various documents such as newsletters, speeches, code of conduct, code of ethics, websites, document related to aviation, product descriptions, ingredients, company manuals and policies, press releases, statutory forms, diplomas and certificates, etc. Also provide linguistic check services.
- Preparing company profiles for Encyclo Management Services and Rampaian Minda Sdn Bhd;
- Translating various official documents such as birth certificate, death certificate, driving licence, marriage certificate, manufacturing licence, business licence, tenancy agreement, sale and purchase agreement, joint venture agreement, writ summons, court submission, affidavit and other legal papers or documents.
- Translating manuals for electronic product, airline website, technical manual relating to information technology and proofreading a document related to car audio device as well as audio and navigation devices
- Translating, editing, proofreading and voice over of various documents (e.g., product manuals, office manuals, articles, questionnaires, brochures) related to fields such as safety and health, medical, online gaming, business, economics, finance, insurance, chemicals, tourism, electronics, electrical, IT, telecommunications, HR, technical etc.

<b>LANGUAGE PROFICIENCIES</b>
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- FLUENT IN MALAY BOTH ORAL AND WRITTEN
- FLUENT IN ENGLISH BOTH ORAL AND WRITTEN

<b>COMPUTER SOFTWARES/PROGRAMMES</b>
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WINDOWS, MS OFFICE, MS PUBLISHER, ADOBE, POWERPOINT, SDL TRADOS 2007, SDLX, MEMSOURCE

<b>RATES</b>
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Translation : USD 0.06/source word, with minimum charge of USD 8 or USD 0.08/source word, with minimum charge of USD 10 if source document is in PDF or any file type that requires manual typing

Editing : USD 0.04/source word, with minimum charge of USD 5 or USD 0.05/source word, with minimum charge of USD 7 if source document is in PDF or any file type that requires manual typing

Proofreading : USD 0.03/source word, with minimum charge of USD 5 or USD 0.04/source word, with minimum charge of USD 7 if source document is in PDF or any file type that requires manual typing

Transcription : USD 8/hour

QA : USD 5/hour

Copy writing : USD 0.05/word, with minimum charge of USD 8

Content writing: USD 0.05/word, with minimum charge of USD 8

<b>ESTIMATED DAILY CAPACITY</b>
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- 800 to 1200 words/day

<b>PREFERRED MODE OF PAYMENT</b>
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-Paypal. Paypal account: adiwati@hotmail.com

\*Wire transfer is accepted if it is more than USD100.