

Curriculum Vitae

Saeed Meerkhan

Nationality: Syrian
Gender: Male
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Date of Birth: 15th May 1984
Mob: 07713 466625
NI number: SP247446C

Educational History

August 2011: Masters in Musical Composition (MMus Creative Practice) - Goldsmiths University, London – Class awarded: “Pass with Merit”

July 2006: Bachelor of IT Engineering (5-Year programme) Software Engineering & Information Systems Specialty, IT Faculty, Damascus University – Class awarded: "Very good", average 73.79%

August 2001: Baccalaureate Certificate, Abdul Raouf Saeed High School – Average: 93.3%

Current Employment

October 2012 – Present: Freelance Translator, OR Media Productions, London

September 2012 – Present: Temporary Sales Assistant, T-Mobile, Oxford

Past Employment

May 2010 – Present: Freelance translator and proofreader. Clients have included: MVF Global (UK), Fuego Digital Media (Qatar), Merle and Sheppard (Germany) and Tourism Police Project (Syria)

July 2009 - September 2010: Programmer for Alpha-Apps IT Solutions, Damascus, Syria

June 2007 to April 2009: Website Administrator and Logistics, Secretariat General of Damascus Arab Capital of Culture 2008

In this position, I was responsible for collating, editing and uploading all relevant material, including articles, press releases and multimedia content, to the Arabic, English and French versions of the website. In addition to these duties, I acted as coordinator of foreign invitees for the official opening ceremony of the festivities. This involved communicating with foreign guests by both email and phone and answering all their inquiries regarding the event

November 2006 – June 2007: Prepaid Service Operation Engineer, MTN Syria

Working in the Prepaid Service Department of the IT Division, I was the inventory and sales systems administrator. This mainly included preparing monthly sales reports which were then delivered to the Finance Division, as well as being the point of call for customer service centers in the event of any technical problems arising on the computer systems. Additionally, my tasks included supervising all routine IT processes related to prepaid services.

Employment History (Film music and Voiceover)

July 2012: Voiceover for an informative film for families living in Norway, Translation Plus, London

July 2011 – September 2011: Voiceover, Islam Story, alpha-apps, Abu Dhabi, UAE

Other Courses and Certificates

November 2006 – September 2007: Spanish courses to upper-intermediate level at the Cervantes Center, Damascus

May 2006: First prizewinner of a writing competition organized by the French Cultural Centre in Damascus. The prize was an 8-day trip to Paris

February 2006 – April 2006: Public Speaking and Advanced Conversation Course at Damascus University Language Institute – Grade awarded 89%

November 2005 – June 2006: Participation in a theatre workshop, culminating in the production of a French play with the students of the French Cultural Center in Damascus, called "Un Air de Famille"

September 2003 – January 2006: French courses to advanced level at the French Cultural Center

Language Skills

Arabic: Mother tongue

English: Fluency in reading, writing and speaking

French: Fluency in reading, writing and speaking

Spanish: Proficiency in reading, writing and speaking

Referees

Mr. Josh Weiner – Regular translation client

Project Director, Platform Services, Fuego Digital Media, Qatar

Phone: +974 3326 5582

E-mail: josh.weiner@FuegoOnDemand.com

Mr. Saed Ghorani – Manager at Alpha-Apps IT solutions

Chief Technology Officer , Alpha-Apps, UAE

E-mail: saed.gh@gmail.com

Mr. Roger Redgate – Former university tutor

Professor in Composition

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