



Sue (Malay/English) ; (English/Malay) Translator

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PERSONEL IDENTITY

Name	: Sumathy Karruppiah	Religion	: Hindu
Sex	: Female	Marital Status	: Married
Place / Date of Birth	: Klang / Jun 20, 1971		

EXPERIENCE

Providing translations service on freelance basis since 2010 : started the editing & proofreading in 2011

- Annual Report
- Video game, etc
- Skincare & Healthcare leaflets
- University / College, brochures
- Company monthly bulletin
- Press release Operation manuals for audio, electrical and electronic items, mobile phone etc.
- Software (mobile phone) and Hardware
- General correspondences to Government
- Government Departments and Agencies

LIST OF CLIENTS

Ministry Of Education Malaysia	Pharmaceutical Bhd.	Motorola
Tourism Malaysia	NBC Universal	NRD Singapore
Dulux Malaysia	Australian Embassy	Procter & Gamble
Berita Harian	Singapore Press Holding Ltd	Apple

LANGUAGES PROFICIENCY (Best = 10, Worst = 1)

Language	Malay (Bahasa Melayu)	English
Spoken / Written	9/9	9/9

SERVICES AND RATE

<i>Currency</i>	<i>USD / EURO per source word</i>
Translation (EN>MS), Daily output: 3000 words	0.05 (EN-ML) ; 0.07 (ML-EN)
Editing (EN>MS), Daily output: 5,000 words	0.03 (EN-ML) ; 0.05 (ML-EN)
Proofread (EN>MS), Daily output: 10,000 words	0.02 (EN-ML) ; 0.04 (ML-EN)
Hourly charge	30.00
Min. charge (<200w)	20.00

TOOLS USED

Software	CAT : Trados 2007, SDLX, MS WORD, MS EXCEL, MS Powerpoint, Adobe, Winzip
Hardware	Desktop, Laptop, Modem
Translation aid	Dewan Eja Pro

OTHERS

Job submission	E-mail, FTP (File Transfer Protocol),
Payment method	Check / cheque, Telegraphic Transfer, Paypal