

# MOHAMED ADAN

Translator And Editor | En – So, So - En

Talented Interpreter with advanced conversational abilities in English and Somali. Maintain emotion, style, and content of speaker's words in translations and familiar with deeper cultural context behind phrases. A highly motivated employee with a desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

## Work History

2016 -  
Today

### ✓ **Translator (and Editor)**

As my current and longest career, I work as a translator with many international and regional companies.

These are:

- ✓ Future trans, Egypt
- ✓ Mid-localize, Egypt
- ✓ Propio Language Services - USA
- ✓ Transperfect - USA
- ✓ BayanTech - middle East
- ✓ Amazon - Global
- ✓ Google - Global
- ✓ ATMIS - Somalia
- ✓ Galmdug State - Somala
- ✓ Jubaland State - Somalia

### **Voice-Over**

- ✓ *I have an excellent track record in producing artistic, clear, and studio-standard VO products.*
- ✓ *Samples are provided upon request.*

2015-03 -  
2017-06

### **Interpreter**

- ✓ I do both simultaneous and consecutive interpreting



## Contact

### Address

00509, Nairobi Kenya

### Phone

**+254724309146**

### E-mail

**bmo1664@gmail.com**

### WWW

<https://www.proz.com/profile/2225189>

## Websites, Portfolios, Profiles

- <https://www.linkedin.com/in/mohamed-abdirisack-adan-6272a4122/>
- <https://www.translatorscafe.com/cafe/member295837.htm>

## Skills

➤ **Translation**

## Secondary English Instructor

PEC School, Nairobi

- Planning, preparing, and delivering lessons to a range of classes and age groups
- Preparing and setting tests, examination papers, and exercises
- Marking and providing appropriate feedback on oral and written work
- Devising, writing, and producing new materials, including audio and visual resources
- Managed extracurricular activities such as after-school programs and clubs, promoting personal skill development while strengthening the school community.
- Assessed student progress and provided feedback to improve performance and establish academic success.
- Designed and facilitated group projects to foster teamwork and problem-solving skills.
- Created and maintained a safe and orderly classroom environment conducive to learning.
- Participated in professional development opportunities to stay current on best practices in secondary English education, effectively incorporating new ideas into lesson plans.
- Kept classroom organized, clean, and safe for students and visitors.
- Organizing and getting involved in social and cultural activities such as sports competitions, school parties, dinners, and excursions
- Attended and contributed to training sessions
- Participating in marketing events for the language school
- Preparing information for inspection visits and other quality assurance exercises.

2018-04 -  
2019-04

## Administrative Assistant to the Director

**GURHAN** Trading Company, Inc., Mogadishu -  
Somalia

- Facilitated training and onboarding for incoming office staff.
- Completed forms, reports, logs, and records to quickly handle all documentation for human resources.
- Managed client relationships on behalf of the

- **Editing**
- **Proofreading**
- **Voiceover**
- **Interpreting**
- **Project Management**
- **Business Management**
- **Team leader**
- Organizational Skills
- Child Development
- Grade Recording
- Student assessment

## Experience Domains

- **Medical**
- **Law**
- **Education**
- **IT**
- **Life science**
- **Human Resource**
- **Business**
- **Marketing**
- **Government and Policies**

## Languages

**Somali:** Native language

English



Proficient (C2)

director by promptly addressing inquiries, resolving issues, and maintaining open lines of communication for long-term satisfaction.

- Screened calls and emails and initiated actions to respond to or direct messages for managers.
- Updated spreadsheets and databases to track, analyze, and report on performance and sales data.
- Screened calls and emails and responded accordingly to support executive correspondence.
- Supported company leaders by managing budgets, scheduling appointments, and organizing itineraries.
- Liaised between clients and vendors and maintained effective lines of communication.
- Increased efficiency in the workplace by organizing and maintaining an effective filing system for both physical and electronic documents.
- Recorded new hires, transfers, terminations, changes in job classifications, and merit increases to main human resources files.
- Volunteered to help with special projects of varying degrees of complexity.
- Contributed to a positive work environment through exceptional interpersonal skills when interacting with colleagues and clients.
- Implemented time-saving strategies that optimized workflow efficiency within the office environment.
- Improved communication within the department through the timely distribution of meeting agendas, minutes, and reports.

2018-07 -  
2020-08

### **Account Manager, Inside Sales**

***Gurhan Trading Company Inc, Mogadishu -  
Somalia***

- Resolved problems with high-profile customers to maintain relationships and increase return customer base.
- Enhanced profitability by developing pipelines utilizing marketing and sales strategies.
- Managed a diverse portfolio of accounts,

ensuring each client received personalized attention tailored to their unique needs.

- Monitored and amplified sales pipeline to maintain the flow of potential leads and prospects.
- Achieved established KPI for company, regional team, and individual performance through teamwork and focus on customers.
- Expanded client base through targeted prospecting and effective lead-generation efforts.
- Coordinated onboarding efforts for new team members, providing mentorship and guidance as they acclimated to their roles.
- Consistently met or exceeded quarterly sales targets by diligently monitoring progress toward goals.
- Developed strong relationships with key clients, resulting in increased account retention and growth.
- Increased profit margins by effectively controlling budget and overhead and optimizing product turns.
- Prepared pricing strategies for current customers to enhance sales and increase profitability.
- Liaised with clients via email or phone to identify and address needs, growing existing accounts through cross-selling.
- Liaised with sales, marketing, and management teams to develop solutions and accomplish shared objectives.
- Worked closely with other departments to promote products and marketing campaigns.

**2016-04 -  
2016-06**

## **Accountant**

### ***wardoontel***

- I worked here partially, I was on duty 2 days per week
- Issue invoices to customers
- Issue monthly customer statements
- Update customer files with issued invoices
- Process credit memos
- Update the customer master file with contact information

- Track exceptions between the shipping log and invoice register
- Enter invoices into customer invoicing websites
- Submit invoices by electronic data interchange.
- Established strong relationships with banking partners to facilitate access to various financial services and secure favorable lending terms for the organization.
- Initiated comprehensive account assessments to check the viability, stability, and profitability of business operations.

## Education

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**2021-10**      **BBA: Purchasing, Procurement, And Contracts Management**

*Kenya Methodist University - Nairobi, Nairobi Province, Kenya*

**High school diploma in Islamic and Arabic Linguistic Studies (Thanawiyah)**

*Jawhar al Islam Academy*

**2016-04**      **No Degree: Project Management**

*Prodevia Learning Centre - Remote*

**2015-07**      **High School Diploma**

*Compit High School - Nairobi, Nairobi Province, Kenya*

## Affiliations

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- Member of TAYDA (Tayo Youth Development Association)
- Member of youth citizen entrepreneurship
- Member of Investopedia
- Member of Pridevia
- Member of ATM (Anti-Tribalism Movement)

## Special Interests

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- Aerobics
- Internet browsing
- Reading and writing

- Politics

## Desirable Skills

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- Can meet tight deadlines
- Can work under pressure with less supervision
- Decision maker and responsible for his own actions/decision
- Social and leadership ability

## Other Skills

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- Business owner
- Father and Husband
- Employer

## References

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References will be provided upon request.

## Accomplishments

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02/2018 - 03/2019

- Worked with linguists to ensure that translations were accurate and culturally appropriate.
- Proofread translated documents for accuracy and completeness.
- Developed detailed glossaries and terminology databases.
- Collaborated with other translators on complex projects.
- Provided interpretation services during meetings and conferences.
- Assisted non-English speaking clients with communication issues.
- Maintained up-to-date knowledge of industry trends and developments related to translation services.
- Edited existing translations for grammar, spelling, punctuation, syntax, and style errors.
- Ensured compliance with applicable laws, regulations, company policies, and procedures.
- Used dictionaries, thesauruses, and other references during translation to locate terminology

equivalents and retain original text meaning.

## Certifications

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**2022-08** ProZ.com Certified PRO Network

**2021-10** Bachelor in BBA

## Interests

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 Reading

 Movies

 Family time

 Social Justice