



AHMAD FIRDAUS MAT TAIB

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EDUCATION

UNIVERSITI KEBANGSAAN MALAYSIA

August, 2001 Bachelor in Chemical Engineering

EXPERIENCE

Have been doing translations, editing and proofreading since 2002

Translated Management, Human Resource, Accounting, Finance & Operation Procedures and Instructions from **English to Malay** for **Dorf Ketel Chemicals**
Proofread translated Safety Data Sheets (from **English to Malay**) for chemicals proposed by chemical suppliers for **Petrofac (Malaysia PM-304) Limited**
Translated work instructions from **English to Malay** for Operators for **Petrofac (Malaysia PM-304) Limited**
Translated Safety Data Sheets from **English to Malay** for **Premier Enterprise Corporation**
Translated Quality, Health, Safety, Security & Environment Policies from **English to Malay** for **Premier Enterprise Corporation**
Translated Human Resource, Accounting, Finance, Marketing & Production procedures from **English to Malay** for **Premier Enterprise Corporation**
Translated documents from **English to Malay** for ISO certification for **Premier Enterprise Corporation**
Translated legal, technical and economic documents from **English to Malay** for **Open University Malaysia Kelantan**
Translated chemical, engineering and pharmaceutical documents from **English to Malay** for **Ain Medicare**

SERVICES & RATES

Currency	USD per source word
Translation (EN>MS), Daily output: 1000 words	0.06
Editing (EN>MS), Daily output: 1500 words	0.03
Proofread (EN>MS), Daily output: 1500 words	0.03
Minimum charge (<200w)	15.00

TOOLS USED

Software Tools	Trados, Memsource, Microsoft Office
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OTHERS

Job Submission	Email
Payment Method	Check/cheque, Wire Transfer, PayPal