

M.N.F.R.M NADEEM  
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## Objectives

To obtain a position that well contributes to my skills, knowledge and experience

## Education

University of Colombo, Sri Lanka

2014 | Bachelor of Law | 4 years

- Study started in 2010

University of Kelaniya

2016 | Diploma in Translation and Interpretation | 1 year

- Education and training in business, legal, technological, educational, governmental, medical, social, literary and general contents
- Special training in linguistic and cultural measure

Al Azhar Central College

2009 | GCE A/L in Art stream | 2 Years

Garagoda Muslim School

2006 | GCE O/L general curriculum with 8 Distinctions | 11 Years

## Training

Visura Development Foundation

2010 | Certificate of Cultural Diversity and Conflict Transformation | 1 year study

Sabaragamuwa University of Sri Lanka

2015 | Certificate of General Proficiency in English | 1 year study

## Experience

### Executive, Linguist and Consultant

Freelance | 239/2, A Garagoda, Yatiyantota, Sri Lanka | **November 2015** – Present

- Management consulting, business reporting, business & marketing analysis, commercial negotiations
- Cross checking, editing, interpreting, proofreading, rewriting, software localization, subtitling, transcreation, transcription, translation, linguistic validation
- Teaching and training of language and communication

### Lecturer

The Open University of Sri Lanka | **2015** – 2017

- Coordinating, Lecturing, Paper Setting, Marking
- Translating CATs and Final Examination Papers – English to Tamil

### Teacher

Al-Mubarak National College | Colombo Road, Malwana, Sri Lanka | **2009** – 2011

- Teaching English to GCE O/L and A/L, enhancing students to sports and other extracurricular activities, co-teacher-in-charge at the Computer Learning Centre, taking initiative to upgrade students' discipline, and career guidance and counseling

## Skills

- Hands on experience in computer applications
  - Microsoft Office suite
  - Adobe Acrobat Professional
- Sri Lanka Driving License – Class D (Motorcycles) – from 2001
- Voice Artist in Sinhala and Tamil languages (native expertise)
- Linguistic skills (translation, localization, subtitling and interpretation) in English, Sinhala and Tamil

## Languages

### English, Sinhala and Tamil

- Speak very fluently and read/write with high proficiency
- *Tamil* | First language and 13 years of both education and instruction
- *Sinhala* | 10 years of education and 1 year of instruction
- *English* | 10 years of education and 1 year of instruction

### Arabic, Hindi and Urdu

- Speak, read and write with moderate competence
- *Arabic* | 4 years of education