



# MUHAMMAD HAFIZ BIN MAT KAMIS

PROFESSIONAL TRANSLATOR  
(ENGLISH TO MALAY)

## PROFILE

A Malaysian native Malay speaker, working in English-Malay language pair and possess extensive experience in the translation industry since 2015. I am good, fast and accurate.

## CONTACT

- 409, Jalan 5, Taman Saujana Jaya, 34000 Taiping, Perak, MALAYSIA
- aefiez@gmail.com
- Hafiz Kamis (Skype)

## WEBSITE

- hafiztranslations.com
- linkedin.com/in/hafizkamis
- proz.com/translator/2450999

## CREDENTIALS:

- Bachelor's Degree in Civil Engineering (Hons) - Universiti Teknologi Mara (UiTM), (2010-2012)
- Diploma in Civil Engineering - Universiti Teknologi Mara (UiTM), (2007-2010)
- Premium member of ProZ.com

## SPECIALITIES:

Business and Human Resource, Cryptocurrency, E-Commerce, Games, Educations and E-Learning, Technical (Engineering, Manufacturing, Safety and Health, Construction), Marketing and Market Research, Technology (Consumer Electronics, Automotive and Mobile Devices)

## SERVICE & RATES

- Currency: USD per source word
- Language pair: English to Malay
- Translation: 0.10 / Proofreading: 0.05
- Hourly charge: 50 USD / Minimum Charge: 20 USD

## OTHERS

- Daily Turnaround: 2000 words
- CAT Tools: SDL Trados Studio 2017 & memoQ 2015



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## WORK EXPERIENCE

### Business and Human Resource

- Code of Conduct for GlaxoSmithKline (GSK) and Imerys (12,000 words).
- Privacy Policy, Quality Manual, Quality Procedures and Standard Procedure for Brooks Automation (23,000 words).
- Global Policy Guidelines & Sanctions for Avon (8,500 words).
- General Data Protection Regulation (GDPR), Term of Use and Privacy Policy for Criteo, Zynga and Swiss-based crypto company (80,000 words).

### Cryptocurrency, E-Commerce and Games

- Whitepapers for Swiss-based crypto company and Bankorus (50,000 words).
- Product descriptions for Next (fashion), Lazada and Alibaba (consumer electronics / home appliances / apparel / home & garden / furniture / tools & hardware) (60,000 words).
- User interface and tutorial for Zynga and SEGA (25,000 words).
- Poker, casino games (roulette, blackjack, etc) and slot machine localization (12,000 words).

### Marketing and Market Research

- Advertising campaigns, brochures, label instructions, presentations, product catalogue and leaflets for various multinational companies and translation agencies such as Agoda, Expedia, Airbnb, Disneyland, Lionbridge, Jonckers and Tolingo GmbH (85,000 words).
- Survey questionnaires for automotive companies; Hyundai Motor Company and Kia Motors (12,000 words).



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## **Educations and E-Learning**

- Thesis, dissertations, articles, journals, proposal, training material and research papers in almost all domain for college and university, locally and internationally (18,000 words).
- Global Study on Children Deprived of Liberty for United Nations (5,000 words)

## **Technology (Automotive, Consumer Electronics and Mobile Devices)**

- Operating guide for products namely hand phone for Huawei, automotive for Mercedes-Benz / Kia, camera for Kodak and printer for Fujitsu (25,000 words).
- User manuals for various brands namely Brother, Haier, Philips and Panasonic for various household appliances such as kettle, shaver, rice cooker, sewing machine, washing machines and etc (40,000 words).

## **Technical (Engineering, Manufacturing, Safety and Health, Construction)**

- Operation & maintenance manual for Caterpillar Inc., Komatsu Limited, Demag and JCB (180,00 words).
- Safety Data Sheet (SDS) for ChemChina, CareChem, Bayer, Kyocera Chemical and BASF (35,000 words).
- Product specifications, user manuals, installation and technical instruction for CRH plc, Emerson Electric, Saint-Gobain, Orthofix, 3M and Sika AG (120,000 words).
- Safe operating procedure, employee safety handbook and guidelines on occupational safety and health in manufacturing and construction industry (230,000 words).