

Samira Beiraami

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WORKING LANGUAGES

English to Persian Persian to English

SKILLS PROFILE

- Experienced translator/ interpreter
- Dramatically enhanced customer-satisfaction ratings by expediting all claims and ensuring a high degree of accuracy and tactfully resolving sensitive issues
- Excellent working knowledge using SDL, Microsoft Excel, Microsoft Word, outlook.
- Created own glossary for well stimulation procedure.
- Good filing and organizational skills
- Experience in handling confidential paperwork
- Ability to take accurate phone messages and deliver messages promptly
- Good customer-relations background

EXPERIENCE

June 2008 – Present

Freelance Translator

General,Psychological,Oil and Gas,Legal, Financial, Technical, IT, Business areas, Medical

Translation and proofreading:

- Contracts
- Reports
- Medical Questionnaires
- Documentation of purchase tenders
- Material Safety Data Sheets
- Worker's manuals

July 2018– Present

Translator / Proofreader

Sade Danesh publication

Translation and proofreading Psychological books
Two books are under publication

March 2016— Present
May 2012—March 2015

Interpreter/Translator, Administrative Assistant
Rah Goshayane Darya Diving Company

RGD is a major Iranian Diving services Company, is engaged in providing various diving services in Persian Gulf. <http://www.rgdco.net/>

- Translating technical documentation.
- Translating Letters and Hitch reports, minutes of meetings, email correspondence
- Translating Eng/Per, Pers/Eng:
 - Computer modelling of well diagrammes
 - Well completions, waterflooding reports, instructions
 - Updated reports and other technical documentation
- Performed translation for CEO while having Meetings with Foreign Contractors
- Scheduled all executive-level meetings and travel of specialists.

March 2015—March 2016

Interpreter/Translator, International Administrative Assistant
Ministry of Health & Medical Education
International Affair Department

- Responsible for mail and correspondence delivery, documentation data base with WHO, UNICEF, UNPA and other United Nations organizations
- Document filing. Participated in creation document filing system
- Accurately filed and delivered mail to all company departments.
- Suggested new mail code system, which reduced filing errors and increased timely delivery.
- Draft and proofread documents, reports and correspondence
- Maintain and establish manual and computerized information filing systems
- Transcribing, typing and reviewing reports and minutes of meetings of International conferences
- Responsible for proper terminology usage in translations
- As part of program, personally conduct audits and follow-up
- Translating procedures/documentation, reports, key events both in English/Persian, Persian/English.
- Prepare presentation materials and organizing the meetings with foreign Parties
- Take minutes of meeting in international conferences held by MOHME
- Communicated verbally and in writing with foreign specialist participating in MoHME conferences to ensure prompt action is taken

July.2012 - May.2013

Interpreter/Translator

Geely Automotive industry company

Translation and proofreading:

- Contracts
- Reports
- After Sale Services Questionnaires
- Documentation of purchase tenders
- Worker's manuals
- Participating at different international exhibitions as coordinator of regional committee
- Providing interpretation services for both parties

Sept.2012 - Oct.2013

Interpreter/Translator

Indian Embassy in Iran

- Providing translation and interpretation services for both Iranian and Indian parties
- Participating at different international exhibitions as coordinator of second secretary of Indian Embassy

May2011-April 2013

Translator and News writer

WWW.BOURSNEWS.COM

- Searching for latest news related to currency and Gold Global Market
- Translating latest news
- Interviewing internal specialist
- Composing comprehensive weekly report

Aug.2008-July2010

Translator

Rashedin publication

Translation and proofreading:

- Articles
- Reports
- Stories
- Research materials

EDUCATION

2012-09 2014-07

M.A in Translation Studies
Allameh Tabatabai university

Allameh Tabatabai Street,
Saadat Abad,Tehran
GPA:17.50

2008-02 2012-02

BA in English Translation Studies
Ershad Damavand (Non-governmental) University

Enghelab Islami Avenue, Tehran
GPA: 19.02

AREAS OF EXPERTISE

- General texts
- Psychology
- Technical/Industry
- Oil and Gas
- Legal
- IT: hardware & software
- Pharmacy
- Business, Financial texts
- Questionnaires

SOFTWARE & HARDWARE

- SDL
- Powerpoint
- Adobe PDF
- Babylon

Hardware: Windows 512 MB RAM, DVD-RW/CD-RW, LCD monitors, Laser printer, Scanner, Internet

Online Publications:

<http://hotelmagazine.ir/pages/1344>

<http://www.magiran.com/magtoc.asp?mgID=1082&Number=214>

<http://worldeconomy.bourseblog.ir/?sn=about>

<http://hotelmagazine.ir/pages/1309>