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CONTACT ME

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- PROFILE
- Date of Birth: 16 June 1984Age: 34 Years OldStatus: Single

HOBBY & INTEREST

Traveling

L Hiking

S Business

EXPERTISE & SERVICES

Reading

- Journalism / General translation
 Travel and Tourism
- Travel and Tourism
- Marketing / Communication
- Training / Education
- Consumer Product
- EntertainmentTranslation
- Proof ReadingSubtitling
- Localization





NURAINN BINTI AZHAR

English > Malay Translator Simplified Chinese > Malay Translator

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EDUCATION

DIPLOMA INTEGRATIVE JOURNALISM / 2004 – 2007 Malaysian Institute of Integrative Media. Major: Journalism

SIJIL PELAJARAN MALAYSIA (SPM) / 1997 - 2003 Chong Hwa Independent High School.

WORK EXPERIENCE

FREELANCE TRANSLATOR / Apr 2018 – Present

- Simplified Chinese Malay Manifesto translation for General Election 14
- English Malay Minutes of meeting translation
- English to Malay Website proof reading
- English to Malay NGO's constitution translation
- English Malay Newsletter proof reading
- English Malay talk show subtitling
- English Malay booklets translate

EXECUTIVE SECRETARY / Jul 2017 - Mar 2018

Persatuan Muafakat One Belt One Road.

- Arrange for Council Member meeting.
- Lodge and file all document inclusive Minutes, Finance, Administrative
- Responsible for administrative and minutes of meeting in every technical and council meeting.
- Responsible for ensuring the association meets all clause indicated i the Constitution.
- Stay updated on relevant developments to all council members.
- Responsible for all ground task in each event which organized by the Association.

FREELANCE TRANSLATOR / Jun 2016 - Jul 2017

- Simplified Chinese Malay subtitling for 13 episode of Chinese Warrior documentary
- Simplified Chinese Malay newspaper article translate for website
- English to Malay book's proof reading
- English to Malay NGO's constitution translation
- English Malay proof reading
- English Malay lyric translation

EDITOR CUM BROADCAST JOURNALIST / Nov 2013 – May 2016

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- Develop and manage daily content plan for website.
- Coordinate and enforce deadline of assignments.
- Proof-read, restructure and edit articles written by Journalist and maintaining the highest standard of written language.
- Keep updated on news and current affairs to the team.
- Consult and clarify with Production Manager due to subject matter.
- Manage content voice and tone and editorial guideline.
- Review the website regularly to identify content gaps and opportunities.
- Responsible for exclusive interview with Political Analyst.

ASSOCIATE REPORTER RADIO VERNACULAR / Jan 2013 – Nov 2013

Astro Awani.

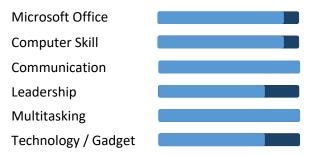
- To identify relevant news from Astro Awani and provide them to Astro Radio.
- Responsible to generate ideas, carry out research and check information from other sources.
- To provide on currents issues and human interest news as per required by the Radio Station.
- Work closely with the radio station Editor to adhere the standard operating of reporting.

JOURNALIST / Apr 2008 – Jan 2013

Sinar Harian.

- To adhere to the standard operating procedures of reporting (in-house-style)
- To ensure articles, pictures are suitable for publication from legal perspective
- Experienced in reporting politics, arts and culture, sciences, business, national and local events.
- Conduct interviews and gather suitable illustrative and background material.
- Work closely with the news team, photographer and editors to ensure the production of concise and accurate copy.

SKILLS & STRENGTH



REFERENCES

DATUK ABDUL JALIL ALI

Editorial Advisory, Kumpulan Media Karangkraf Sdn. Bhd. Lot 1, Jalan Renggam 15/5, Off Persiaran Selangor, Seksyen 15 40200 Shah Alam, Selangor. **Office :** 03 – 5101 7388 **Fax :** 03 – 5101 7333

- ✓ Able to work independently with minimum supervision.
- ✓ Very positive and adaptable.
- ✓ The ability to quick identify and resolve the problem.
- ✓ Ability to learn new things in short period of time.
- ✓ A willingness to be part of a team.
- ✓ Able to work under pressure.

PAYMENT METHOD / RATE / TOOLS

Paypal Malaysian Bank Account (s)

Translation :0.04 per source wordReview :0.02 per source word

Tools : SDL Trados Studio / Memoq

