

**Abdirashid Adan**

Baidoa  
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**CAREER OBJECTIVE**

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

**EDUCATION**

Course	Institute	Year of Passing	CGPA/Percentage
General Computer Skills	Dagahaley High School	2017	95%
Advanced Level of English	Windle Trust Kenya - Dagahaley High School	2016	90%

**TECHNICAL SKILLS**

- Translation & transcription Software tools (Trados, OmegaT, WordFast, Express Scribe)
- Excellent Communication skills. Able to work on tight deadlines.
- Highly skilled in Word, Excel, Excess, Outlook, PowerPoint, Desktop Publisher
- Able to prioritize work
- Additional Skills: web searching, teamwork, decision making, negotiation, emotional intelligence.

**PERSONAL PROFILE**

- Date of Birth : 03/03/1996
- Marital Status : Single
- Nationality : Somalia
- Known Languages : Somali, English
- Hobby : Reading, traveling, innovation, watching and playing games



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