

Farah Liza Jamilus

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Nationality: Malaysian

Summary Skills

- a) Fluent in Bahasa Malaysia (Malay) and English language and vice versa
- b) Excellent in communication and skills
- c) Able to work under tight deadline and pressure
- d) Highly skilled in Microsoft Office Windows
- e) Ongoing specialized learning CAT tools like TRADOS.

Personal Skills

- a) Well organized
- b) A friendly, reliable individual able to work systematically and independently towards results, and develop persuasive creative copy and translations and for clients.

Area of Expertise

1. Translation, editing and Proofreading
2. Advertisements and Sales Letter
3. Surveys and Questionnaire
4. Books (Novel) and Short Story
5. Company's Portfolio or Business documents
6. Subtitling Translation

Profile

Certified in translation, editing and proofreading at **Institute Terjemahan dan Buku Malaysia (ITBM) / Malaysian Institute of Translation & Books**



Work History

A. Freelance Translator, Editing and Proofreader for MPWS Proofreading, Bangi, Selangor

Work Description: a) Translating and editing from English to Bahasa Malaysia and vice versa as needed for documents/process/guidelines or company portfolio.

b) Coordinate with the creative team, delivering projects and analysing the requirement of clients.

Work Experience: a) Translating 2000 words from English to Bahasa Malaysia (Malay) for Tourist Company at Melaka, Malaysia.

b) Short story translations in English to Bahasa Malaysia.

c) Translating and editing academic papers, abstract including questionnaire, Company's Portfolio or Business Documents from English to Bahasa Malaysia and Bahasa Malaysia to English.

d) Translating documents for **UNIT PEMODENAN TADBIRAN DAN PERANCANGAN PENGURUSAN MALAYSIA / MALAYSIAN ADMINISTRATIVE MODERNISATION AND MANAGEMENT PLANNING UNIT (MAMPU)**

B. Company Name: Altel Communications Sdn Bhd. (Under Al Bukhary Group) - Telecommunications

a) Position Title: Human Resource

b) Work Description: Recruitment and Training

C. Company Name: Bumi Armada Berhad (Oil and Gas)

- a) Position Title: Human Resource
- b) Date Joined: November 5, 2012 to January 2013
- c) Work Description: Recruitment and administration

D. Company Name: Merger – Transfer of employment from SunwayMas to Sunway Integrated Properties Sdn. Bhd.

- a) Position Title: Human Capital Development
- b) Date Joined: May 2011 (Merger) to October 23, 2012

E. Company Name: SunwayMas Sdn. Bhd. (Property Developer)

- a) Position Title: Sales and Admin
- b) Date Joined: July 1 2009
- c) Work Description : Processing documents Sales Purchase & Agreement (SPA) for all types of properties liaise with lawyers and purchasers, involve launching property events.

F. Company Name: Optimax Laser Eye Specialist Centre (Healthcare Industry)

- a) Position Title: Human Resource
- b) Date Joined: March 2004 to January 2005
- c) Work Descriptions: HR-related work

G. Company Name: Boral Concrete (M'sia) Sdn. Bhd. (Concrete Supplier Industry)

- a) Position Title: Personnel Human Resource
- b) Date Joined: April 1995 to Nov 1997
- c) Work Description: Recruitment and payrolls.

Education

1. Level: General Translation Course (Kursus Penterjemahan Am)

- a) ITBM (Institute Penterjemahan & Buku Malaysia / Malaysian Institute of Translation & Books – 12-23 March 2018)
- b) ITBM – Bengkel Penyuntingan Terjemahan / Workshop on Editing of Translation (23-26 April 2018)
- c) ITBM – Bengkel Pembacaan Pruf / Proofreading Workshop (9-10 July 2018)

2. Level: Doctorate Business Administration (DBA)-ongoing

University: University Utara Malaysia (KL Branch), 2014

3. Level: Master Degree

Field of Study: Business Administration (University Industri Selangor, Shah Alam)

Graduation Date: 2 Nov 2008

4. Level: Bachelor's Degree (Hons)

Grade: 3rd Class

Field of Study: Combined Subject Program (Human Resource Management and European Studies), University of Derby, Derby, United Kingdom

Graduation Date: Feb 2003

5. Level: SPM (High School)

Year: 1989

School: Sek. Men. Sultan Abu Bakar, Kuantan, Pahang

Rate (negotiable) -depends on the workload schedule

Translation - Starts from MYR2.00 per page (USD0.48) either from English to Malay (Bahasa Malaysia) or vice versa.