
NURZALIA ZABIRI

MBA (USM), B.Eng AEROSPACE (HONS)(USM-RMIT),
Translation Certificate from ITBM (Malaysia)

Native Language: Malay

Second Language: English

Email: zaliazabiri@yahoo.com

Skype: zaliazabiri

Portfolio: Education/Pedagogy, AIA, Matific, GRAB, Texas Chicken, PayPal, Booked.net, Dyson, various clients, and agencies

Portfolio for Fintech includes Moneta Markets, Capital.com, Currency.com, FBS, IX Social and more.

Working hour per week: up to 20 hours

Language : Translation, subtitling, transcription, copywriting, editing, QA

Management : Strategic, Project, Marketing, Operations, Supply Chain & Procurement, IT Transformation, ERP, SAP, CRM

SKILLS

Computer : Excellent in Microsoft Office, Excel, Sharepoint, Quickbook , Trados

Online : Trello, Dropbox, Google, Webex, Skype , Video Training

Certification : PRINCE II, Translation Certificate from Malaysian Institute of Translation and Books (ITBM)

PROFILE

Full time freelancer and working remotely as **Translator** for English Malay pair (native), and experienced in **localization** related area such as **transcribing, transcription, transcreation, proofreading and copywriting**. Professionally, I am a highly determined individual with more than 15 years holistic work experiences and completed cycle in Pre-Sales, Sales and Business Development Project Management, Maintenance Management and Supply Chain and Procurement activities in Defense Industries. I am a highly reliable and resourceful person and able to work independently or in a team. I am also a very meticulous, highly motivated intellectual with strong confidence and willing to learn any new skills as I thrive on challenge-driven tasks. I am a vibrant, jovial person with strong determination to excel in all aspects and have exposure to business administration as well as technical skills knowledge based on my working experience and former education.

WORK EXPERIENCE

REMOTE - 5 Star Rating Translator/Proofreader – 2018- current

- English <> Malay localization expert, translator and editor, QA, proofreading
- Platforms: SDL Trados (own), SmartCAT, Wordfast,, MemoQ, Memsource, Crowdin, WPML
- Maintain **5-star and 100% completion** rating on UPWORK platform for 5 consecutive years

REMOTE- PROCUREMENT AND LOGISTIC MANAGER (Hegel Engineering Sdn Bhd) Nov 2018 -Nov 2019

- Discover profitable suppliers and initiate business and organization partnerships
- Negotiate with external vendors to secure advantageous terms
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs
- Plans, assigns, directs, and evaluates the work of subordinates.
- Reviews, finalize and approves purchase requisitions and supervises the issuance of purchase orders and purchase order maintenance.

PROJECT CONTROLLER AND ADMINISTRATOR (Rohde & Schwarz Malaysia Sdn Bhd) July 2011-May 2018

- Team lead for monitoring and follow up Project Management, Budget and cost allocation, Supply Chain Management, Issues Management, mitigation plan and acquire Management Support when needed.
- Responsible for Offset Program for project with Defense Industrial Division (DID) including proposal's preparation, presentation and discussion with DID. Status, approved by DID and waiting for next presentation to the higher Offset Working Committee (OWC).
- Key member in auditing process to obtain ISO 9001:2008 certification.
- Contracts and Frame Supply Agreement negotiation with suppliers and contractors.
- Accountable to set subordinates job objectives/targets and regularly monitor their progress and achievement.

ENGINEER - Business Development & Sales Support (Sapura Secured Technology Sdn Bhd) Aug 2005 - July 2011

- Accountable as the project supervisor and coordinator to monitor the project's progress which includes the implementation deliverables, liaising with various suppliers and subcontractors as well as coordinate on training schedules for the end-users i.e. Director and C-Level personnel.
- Manage the project database and performed data processing on all information obtained on site at the office premises of the client.
- Provide technical and business development support related to the defense industry.

Portfolio and client's reviews



Nurzalia Z.

Kuala Lumpur, Malaysia – 5:36 pm local time



100% Job Success



Top Rated Plus

408

Total Jobs

445

Total Hours

P10329 Translation Of 6000 Words

★★★★★ 5.00 Jun 1, 2023 - Jul 2, 2023

"Delivered everything on time, excellent work! Our proofreader had no complaints about her translation! She is an amazing translator, and we will definitely continue to work with her!"

Thank you for your help, dear!"

03142023_C221629_Translation_Jawi_6,380.70 words

★★★★★ 5.00 Mar 27, 2023 - May 25, 2023

"We can count on Nurzalia when it regards to compliance with requirements. Her keen attention to detail and determination to provide quality output makes her one of the linguists we can depend on. We'd love to work with her again in future projects."

04152023_222274_Translation_Malay_1471.75 words

★★★★★ 5.00 Apr 23, 2023 - May 12, 2023

"Nurzalia is one of the linguists we can surely rely on. She has impressive work ethics and submits quality outputs. We'd love to work together with her in even more projects."

04032023_222011_Translation_Malay_5100 words

★★★★★ 5.00 Apr 18, 2023 - Apr 26, 2023

"Nurzalia follows instructions to the letter. Her drive to adhere to project specifications always ensure superb output. We'd love to collaborate with her more."

Environmental and Social Management System documentation translation – English to Malay and English

★★★★★ 5.00 Jun 1, 2022 - Jul 13, 2022

"Nurzalia delivered good work on this translation project. Her communication was timely, she met all deadlines. She was fast and adapted easily when we asked for an additional milestone and she was ready to do additional editing in case it would be needed."

Phishing Simulations - Content Creation

★★★★★ 5.00 Feb 12, 2022 - Apr 3, 2022

"Nurzalia did a great job in creating the templates, she worked independently and was a pleasure to work with."

08192019_195732-3_Translation_Malay_72500 words

★★★★★ 5.00 Oct 3, 2019 - Oct 23, 2019

""Our standards may be high but Nurzalia never fails to meet our expectations. As usual, her work is top notch in quality. We can confidently say that Nurzalia is one of the best linguists we've worked with.""