

NOOR SYAHIDA NAWAWI

RESUME

PUBLIC RELATIONS PRACTITIONER / TRANSLATOR / EDITOR / PROOFREADER /
REVIEWER / WRITER / RESEARCHER

LOCAL TIME

GMT+8, Kuala Lumpur

QUALIFICATIONS

MASTER OF ARTS (MEDIA AND INFORMATION WARFARE STUDIES)

University Technology MARA Malaysia

BACHELOR OF MASS COMMUNICATION HONS. (PUBLIC RELATIONS)

University Technology MARA Malaysia

Important Subjects

- i) Language in Translation
- ii) Malay Language Communications I
- iii) Malay Language Communication II
- iv) Reading for Academic Purpose
- v) College English
- vi) Writing for Public Relations
- vii) Research and Statistics
- viii) Economics
- ix) Asian Politics
- x) Sociology
- xi) Marketing
- xii) Psychology
- xiii) Communication Law

DIPLOMA IN SECRETARIAL SCIENCE

MARA Institute of Technology, Malaysia

Important Subjects

- i) English For Secretarial
- ii) Malay Language for Commerce and Translation
- iii) Shorthand
- iv) Word/Information Processing

MALAYSIAN EDUCATION CERTIFICATE

(HIGH/SECONDARY SCHOOL LEVEL)

Related Subjects

- i) Malay Language

- ii) English Language
- iii) Malay Literature

TRANSLATION AND LINGUISTIC RATES

Estimated daily output : 2000 4000 words per day
 Availability : Mon – Friday (Sat – Sun upon request)
 *Rates (Depends on the nature of the job) : i) Minimum **USD0.06/word** (Translation) & **USD0.03/word** (Proofreading/Editing)
 ii) **USD25.00** per page (For a page document i.e. License, Name Card etc)
 iii) **USD30.00** per hour.
 *Rates are negotiable subject to the level of difficulty and technicality of the task of documents.

OTHER SERVICES

- i) Data and information searching/gathering
- ii) Documents editing
- iii) Transcription

LANGUAGE PROFICIENCY

i) **MALAY** (Native Language) : Reading (Native), Writing (Native), Speaking (Native)
 ii) **ENGLISH** (Second Language) : Reading (Native), Writing (Fluent), Speaking (Fluent)
 iii) **MANDARIN** : Speaking (Basic)
 iv) **SPANISH** : Reading (Medium), Writing (Basic), Speaking (Basic)

COMPUTER AND HARDWARE USED

LAPTOP HP PROBOOK
 Intel® Core™ i5
 8.0 GB RAM
 Window 10 Pro

SOFTWARE USED & KNOWLEDGE

- I) **MICROSOFT OFFICE (MS Words, MS Excel, MS Access, MS PowerPoint, MS Publisher, MS Visio)**
- II) **ADOBE ACROBAT**
- III) **ADOBE INDESIGN**
- IV) **ADOBE PHOTOSHOP**
- V) **GRAMMARLY**
- VI) **STATISTICAL PACKAGE FOR SOCIAL SCIENCES (SPSS)**

PAYMENT METHODS

- i) **PAYPAL**
- ii) **TRANSFERWISE**
- iii) **CHEQUE**
- iv) **WIRE/BANK TRANSFER**