

Personal Information:

Name: Bahja MAALIM (Nura)

Mobile number: +254 7 51 22 93 19

Email: jawahirmukhtar221@gmail.com

Language Combinations:

From and to:

- Arabic – English.
- French – English.
- Swahili – English.
- Somali – English.

Personal Competence:

- 5+ Years' experience in interpretation and translation.
- Language pairs; From and to (English, Arabic, French, Swahili, and Somali)
- Ability to work efficiently under pressure.
- Experienced in using MS Office packages (Word, Excel, PowerPoint, etc.)
- Document translation.
- Proofreading, transcribing, and documentation skills.
- Consecutive / Whispered interpretation.
- Ambitious, Quick learner, Hardworking and Self-oriented.
- Well-organized, With great team management skills.

Professional Background:

October 2020 to Present - Hiventy Africa

Voice-over artist

- Recording the off-camera narration or dialogue
- Developing a strong and clear speaking voice in order to bring the script to life.
- Conveying the appropriate message according to the type of project.
- Crafting the voices required.

January 2019 to February 2021 - United Nations High Commissioner for Refugees

Interpreter and translator Arabic / French - English

- Facilitating communication between caseworker and service user by providing consecutive interpretation services.
- Assisting clients in completing forms in their own language if required.
- Accurate reproduction of written documents from one language to another.
- Identify and respond appropriately to safeguarding and protection issues with vulnerable clients, including children and vulnerable adults.

August 2018- November 2018 - Alliance Française of Nairobi
French Teacher Assistant

- Deliver tailored teaching activities to kids and teenagers.
- Make sure that the kids can engage in learning and stay on task during the lesson.
- provide detailed and regular feedback to teachers on kids' progress.

June 2018 to July 2018 - Embassy of France in Kenya
Project Officer: Business France

- Setup meetings with Kenyan public & private organizations on behalf of the French delegation.
- Help in the preparation of annual events and seminars.
- Make telephone calls and write emails to different organizations.
- Enter data using the necessary entry applications; Microsoft Office Programs (Excel, Word, Power Point, Outlook).

August 2017 to December 2017 - Development Channel Company
Interpreter and a Researcher Arabic - English

- Accurate and succinct reproduction in the specified language.
- Work to a professional code of ethics covering confidentiality and impartiality.
- Conduct oral interpretation functions (consecutive / whispered).

Consultation Experience:

PartnersGlobal - Partners for Democratic Change

December 2019, Nairobi

- Provide consecutive and whispered interpretation services during Peace Building Workshops in Nairobi (Arabic / French - English).
- Provide parties with clear and accurate translations of written materials, and interpretations of verbal communication.
- Impart thought, purpose, emotions, and tone of speakers from source language into target language.

NaTakallam - Wikimedia Foundation's Qualitative Research 2019

September 2019, Nairobi

- Rate the quality of Arabic translated Wikipedia articles.
- Propose solutions to ameliorate the quality of translated articles.

The World Bank Group – Survey Questionnaire

April 2020 - Present, Nairobi

- Reproduction of the survey questionnaires in Arabic.
- Proofreading the quality of the translation.
- Producing the translated survey in a timely manner.

Educational Background:**2016-2018 Nairobi Aviation College**

Diploma in Travel and Tourism Management (IATA)

2016- 2018 Alliance Française de Nairobi

Diplôme Approfondi de Langue Française – DALF C1