

Muhammad Nadzif Ramlan

(CBCA®, CMSA®, AFMIARB, AFFILIATE AICB)

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EDUCATION

Bachelor of Economics (Hons)
National University of Malaysia (UKM)
2022

- CGPA: 3.87
- Major in Subject: Econometrics
- Minor: Japanese Language & Translation
- Scholarship Recipient of People's Trust Council (MARA)

EU-Russia Relations (2 ECTS)
Johann Skytte Institute of Political Studies, University of Tartu, Estonia
2020

- 96% marks
- Studied the basic background of both EU and Russia foreign relations, policies and the operations of their policy-making as well as institutions in charge of such matters.

Cambridge A-Level
MARA Seremban College
2019

- Subjects: Economics, English Language, Mathematics, Physics

Malaysian Certificate of Education (SPM)
Maahad Ihyah' Al-Ahmadi
2016

- Stream: Religious Science Pathway

LANGUAGES

Malay

English

Japanese

Arabic

Estonian

Korean

Mandarin

British Sign Language (BSL)

Malaysian Braille Script

CAT TOOL

SDL TRADOS STUDIO
2019

5 languages - Malay, English, Arabic, Japanese, Korean

SKILLS

Time management skills

Relationship development

Contract negotiation/review/drafting

Project organization

MEMBERSHIP

UNITED NATIONS YOUTH CHAPTER (UNYC) UKM
Oct 2020 - Oct 2021
PRESIDENT

MUSLIM SCHOLARS ASSOCIATION OF MALAYSIA SELANGOR CHAPTER (PUMSEL)
Aug 2020 - Oct 2022
COMMITTEE MEMBER (YOUTH DIVISION)

MALAYSIAN TRANSLATORS ASSOCIATION (PPM-MTA)
LIFE MEMBER

MALAYSIAN JAPANESE LANGUAGE INSTRUCTORS SOCIETY (MAJLIS)
MEMBER

INTERNATIONAL ECOLINGUISTICS ASSOCIATION (IEA)
MEMBER

CHARTERED INSTITUTE OF LINGUISTS (CIOL), UK
STUDENT AFFILIATE

ASIA-PACIFIC ASSOCIATION OF MACHINE TRANSLATION (AAMT), JAPAN
STUDENT MEMBER

LINGUISTICS ASSOCIATION OF GREAT BRITAIN (LAGB)
STUDENT MEMBER

CAMBRIDGE UNIVERSITY LINGUISTIC SOCIETY
MEMBER

ASIAN INSTITUTE OF CHARTERED BANKERS (AICB)
CARRIES THE DESIGNATION 'AFFILIATE, AICB'

AFFILIATE

SOCIETY OF FINANCIAL ECONOMETRICS (SoFiE)
STUDENT MEMBER

AMERICAN FINANCE ASSOCIATION (AFA)
STUDENT MEMBER

EUROPEAN MATHEMATICAL SOCIETY
INTERNATIONAL MEMBER

ROYAL STATISTICAL SOCIETY (RSS), UK
E-STUDENT MEMBER

MALAYSIAN INSTITUTE OF ARBITRATORS (MIARB)
CARRIES THE POST-NOMINAL 'AFMIARB'

AFFILIATE

CHARTERED INSTITUTE OF ARBITRATORS (CIArb)
STUDENT MEMBER

OXFORD PHILOSOPHICAL SOCIETY
INTERNATIONAL MEMBER

MALAYSIAN YOUNG SHARIAH SCHOLARS ASSOCIATION (MYSSA)
PROFESSIONAL MEMBER

PUBLICATIONS

GANGGUAN JIN DAN RAWATANNYA DARI ASPEK SAINS, PERUBATAN DAN AL-QURAN: KAJIAN AQLI DAN NAQLI (EDITORIAL WORK)
/ Dec 2020

ABOUT ME

A 2nd year Econometrics undergraduate student at UKM. Results-driven and detail-oriented Freelance Translator with a proven track record of success in translating various materials from and to four languages - Malay, English, Arabic and Japanese. Also have experience transcribing dialogues and conversations, providing linguistic assistance, and promoting services all over the Internet. Offers excellent writing skills, extraordinary reading and comprehension skills, and great time management abilities.

WORK EXPERIENCE

FREELANCE TRANSLATOR

SDL plc, United Kingdom / London / Jul 2020 - Present

- Working remotely from Malaysia
- Translated various articles, marketing documents, legal documents, and other materials from Malay to English and vice versa, ensuring the translations were accurate.
- Involved with transcription and QA for around 50 audio hours.
- Undergoing training for Arabic and Japanese translation as potential languages in year 2021.
- Provided linguistic assistance and support to multiple government officials and academicians.
- Maintained excellent client experience and promoted services all over the Internet in order to increase the client base.

VOLUNTEER TRANSLATOR

UNICEF MALAYSIA / Putrajaya / Mar 2020 - May 2020

- Volunteered in translating official transcripts for COVID-19 virtual education spearheaded by UNICEF Malaysia
- Became among the representatives from United Nations Youth Chapter (UNYC) UKM to help out UNICEF MALAYSIA with linguistic-related assistance.

INTERNSHIP

VIRTUAL REALITY INTERN

CITIBANK (APAC Investment Banking) / Aug 2020 - Sep 2020

Maintained a zero error rate when balancing daily cash deposits and recording vault inventory. Ensured executive reporting complied with rules and regulations. Constructed a model to illustrate a buy-out scenario to determine a valuation of the company. Provided prompt, exemplary and accurate customer service. Determined a value for business and established a purchase price based on analysis and due diligence of value of comparables.

CERTIFICATIONS

CAPITAL MARKETS & SECURITIES ANALYST (CMSA)®

CORPORATE FINANCE INSTITUTE, CANADA / May 2020 - Nov 2020

CFI's Capital Markets & Securities Analyst (CMSA)® Certification Program covers the most critical knowledge and skills required to become a world-class capital markets analyst including equities, fixed income, foreign exchange, commodities, and derivatives.

TRANSLATION EDITING

MALAYSIAN TRANSLATORS ASSOCIATION (PPM-MTA) / Nov 2020

This course is an advanced course that gives exposure on basic editing, usage of proofreading symbols, language comparison as well as training to produce a high-quality translation editing according to the meaning standardisation, correct grammar, genre, field and writing styles in Malay language.

CERTIFIED BANKING & CREDIT ANALYST (CBCA)®

CORPORATE FINANCE INSTITUTE, CANADA / May 2020 - Oct 2020

CFI's Certified Banking & Credit Analyst (CBCA)® Program covers the most critical knowledge and skills required to become a skilled credit analyst including accounting, industry analysis, business analysis, management assessment, financial analysis, loan security, credit evaluation and documentation, and review procedures.

PROFESSIONAL PROOFREADING

INSTITUTE OF LANGUAGE & LITERATURE (DBP), MALAYSIA / Sep 2020

This course gives the introduction to the proofreading terminology and symbols, the house styles and forms of publication, as well as the roles and relationships between an editor and a proofreader.

POST-EDITING MACHINE TRANSLATION (PEMT)

SDL PLC, UNITED KINGDOM / Apr 2020

The scope of the Post-Editing Certification is to introduce the translator to the techniques and skills involved in post-editing machine-translated output. It provides a theoretical overview of Machine Translation and post-editing, together with best-practice recommendations and practical examples. The course explains known MT behaviors and equips translators with core skills and strategies for effective post-editing. Armed with this knowledge, post-editors are ready to experience post-editing first-hand, meeting the demands of a changing market and future-proofing their careers.

TEST OF LEGAL ENGLISH SKILLS (TOLES@HOME) HIGHER LEVEL

TOLES LEGAL, UNITED KINGDOM / Apr 2020

This exam is suitable for intermediate level in which they focus on intermediate grammar and vocabulary of Legal English. This provides a realistic introduction to work. This exam requires learners to deal confidently with complex and recent commercially-relevant case studies, extracts from contracts and a professional letter. It continues to test practical and useful legal vocabulary and requires the ability to provide precise definitions for very common words from commercial practice. It also demands a good knowledge of the register of language, and asks learners to improve informal English and make it more appropriate and professional.

JAPANESE LANGUAGE EXPERIENCE

THE 17TH INTERNATIONAL CONFERENCE ON JAPANESE LANGUAGE EDUCATION IN MALAYSIA

Oct 2020

Joined this annual event in which we discussed the overview of the advantages and disadvantages of online lessons and face-to-face lessons, and learn about the operations of online lessons. We brainstormed for finding possible ways to achieve positive learning.

BASICS OF FASHION TRANSLATION, PROZ

Apr 2020

Exposition to fashion-related translation. Introducing basic knowledge about the fashion industry, translation scope and features, terms, tips and sample examples.

JAPANESE LANGUAGE SEMINAR (TAIGU COMMUNICATION THEORY)

Mar 2020

Through this program, I acquired better understanding of "Taigu Communication" by looking at some visual materials and misuse examples, as well as having a discussion and Q&A session directly with the speaker. The educational theory was introduced and practical examples of classroom activities will be given in order for the participants to experience how to enhance Taigu communication competence in a workshop style. Through the variety of classroom activities including "Introduction to honorific expressions using a TV drama" and role plays for elementary level learners, this seminar helped Japanese language teachers to understand the concept of Taigu communication and how it can be applied to own educational context.

THE 16TH INTERNATIONAL CONFERENCE ON JAPANESE LANGUAGE EDUCATION IN MALAYSIA

Oct 2019

Co-organised by The Japan Foundation Kuala Lumpur (JFKL), Malaysian Japanese Language Instructors Society (MAJLIS) and University of Malaya (UM), the annual conference aims to provide support for the research and development of Japanese language education in Malaysia.

ARABIC LANGUAGE EXPERIENCE

ARABIC-MALAY TRANSLATION CERTIFICATION

MALAYSIAN INSTITUTE OF BOOKS AND TRANSLATION (ITBM) / Sep 2020 - Dec 2020

This is the translation certification released by ITBM focusing on the Arabic-Malay language pair. This course taught both theoretical and practical approaches. For the theoretical part, I learned the methods, procedures, pragmatics, semantics, and lingual-cultural issues in Arabic-Malay translation. For the practical part, I had experience handling Quranic-theological texts, hadith, social sciences, literature and philosophy.

STRATEGIES AND RESOURCES TO IMPROVE YOUR ARABIC-ENGLISH TRANSLATIONS

PROZ / May 2020

This webinar used Arabic texts from various disciplines to present various strategies and resources that participants can use to improve their Arabic-English translations. Linguistic issues specific to Arabic and English, such as the use of the future vs. present tense, were discussed, and translation suggestions will be presented. The concept of cultural transposition were also discussed with solutions on how to handle instances of cultural references in Arabic texts. Diglossia was discussed as it relates to translation, and a strategy would be presented to address diglossia elements participants may encounter. Other translation issues would be presented, including translation loss, the importance of the target text/audience and how to ensure the translation has maximum impact. In addition, the presenter will also discuss translation resources specific to the Arabic-English language combination.

ARABIC DIGLOSSIA AND ITS PRACTICAL IMPLICATIONS TO TRANSLATION

PROZ / May 2020

Gained practical knowledge on how to incorporate the concept of diglossia to produce accurate, Arabic to English translations. Exposed to introductory theoretical knowledge of diglossia and multiglossia to pursue this topic further if they wish. Moving from theory to practice, the course also addressed the practical implications of diglossia for translating spoken and written texts into English and explain why Arabic to English translators must understand this phenomena to produce accurate translations.

COURSES

SHARIAH COMPLIANCE , AUDIT & RISK MANAGEMENT EXECUTIVE TRAINING

MALAYSIAN YOUNG SHARIAH SCHOLARS ASSOCIATION / Sep 2020 - Oct 2020

LANGUAGE CLASSIFICATION WITH NAIVE BAYES IN PYTHON COURSERA PROJECT NETWORK

Jun 2020

THE STORIES WE LIVE BY: ECOLINGUISTICS COURSE

IEA / Jun 2020

UN GENERAL ASSEMBLY EMERGENCY SPECIAL SESSION E-GLOBAL YOUTH MODEL UN / Jun 2020

ONLINE MODEL UN WORKSHOP SERIES AND SIMULATION NORTH AMERICAN MODEL UN SOUTHEAST ASIA (NAIMUN SEA) / May 2020

INTERNATIONAL LAW IN ACTION: THE ARBITRATION OF INTERNATIONAL DISPUTES UNIVERSITEIT LEIDEN / May 2020

INTRODUCTION TO ALTERNATIVE DISPUTE RESOLUTION (ADR) CHARTERED INSTITUTE OF ARBITRATORS (CIArb), UK / Apr 2020 - May 2020

FOUNDATION OF CENTRAL BANK LAWS INTERNATIONAL MONETARY FUND (IMF) / Apr 2020

UNLOCKING INVESTMENT AND FINANCE IN EMERGING MARKETS AND DEVELOPING ECONOMIES (EMDEs) WORLD BANK / Apr 2020

FUNDAMENTALS OF MARKET STRUCTURE NEW YORK INSTITUTE OF FINANCE (NYIF) / Apr 2020

T16 - TERMINOLOGY FOR FINANCE & BUSINESS (LEVEL 3) PROZ / Apr 2020

T13 - TERMINOLOGY FOR FINANCE & BUSINESS (LEVEL 2) PROZ / Apr 2020

T04 - TERMINOLOGY FOR FINANCE & BUSINESS (LEVEL 1) PROZ / Apr 2020

WORLD INTERFAITH HARMONY WEEK PRIME MINISTER'S DEPARTMENT, MALAYSIA / Feb 2020

IDEAS FOR A BETTER WORLD: LEADING CHANGE THROUGH POLICYMAKING BRITISH COUNCIL / Jan 2020