

JANTY HAJ MUSTAFA



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OBJECTIVE

To be best, highly expert and respected person in my field. Everyday learning to enhance my skills. To be creative and use smart approach at my work.



EDUCATION

BSC | Damascus University (Syria)

2006 – 2009

Achieved bachelor degree in translation.



EXPERIENCE

Freelance Translator - Interpreter | Freelancing

APRIL 2014 – PRESENT

- Interpreter for students, patients, tourists
- Translating (English to Arabic, Arabic to English). Thesis, articles and documents (management, accounting, economy, marketing, statistics, sales, website, social media posts, general)
- Legal Documents (Certificates, Contracts, General)
- General translation (Gaming, PC software and Hardware, entertainment, tech, user manual)
- Content review, translation and localization.

Freelance Translator | for (Smartrays Inc Canada)

JUNE 2022 – PRESENT

- Translation and Proofreading (Legal Documents, Certificates, Contracts, General translation)

Freelance Translator | for (Chambers Translation Malaysia/Singapore)

JANUARY 2021 – PRESENT

- Translation and Proofreading (Legal Documents, Certificates, Contracts, website, General translation)

Freelance Translator | for Royaah Services Sdn Bhd (Findcourse.net)

MARCH 2018 – PRESENT

- Translation and Proofreading (Thesis, website, articles and documents translation)
- Interpreter of students (English to Arabic, Arabic to English).

Freelance Translator | for (Protranslate.net)

APRIL 2020 – JANUARY 2021

- Translation and Proofreading (Legal Documents and General translation)

Freelance Translator | for (QTranslate.com)

DECEMBER 2020 – JANUARY 2021

- Translation and Proofreading (Legal Documents and General translation)

Freelance Translator | for (missiontranslate.com)

JANUARY 2021 – JANUARY 2021

- Translation and Proofreading (Legal Documents and General translation)



SKILLS

- Arabic Native Speaker
- Use CAT tools (matecat.com)
- Commitment to high standards and great writing skills.
- Commercial correspondence
- Have ability to work individually, as well a member of team.
- Quick learner, keen to learn and improve skills.
- Good organizational skills and highly analytical.
- Experience in Microsoft Office (Word, Excel, PC software) and PDF files
- Problem solving skills.
- Ability to work well under pressure.
- Punctuality and time-keeping.



LANGUAGES

- English
- Arabic (Native Speaker)