**Curriculum vitae**

**PERSONAL Details:**

NAME :Aniso Ali Shariff

NATIONALITY :Somali

MARITAL STATUS: : Single

SEX : Female

DATE OF BIRTH :01/01/1995

PLACE OF BIRTH :Mogdisho

LANGAUGE : English, Somali and Swahili

CONTACT TELEPHONE : +254716392383

EMAIL : anisaali774gmail.com

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| WORKING LANGUAGES |  | **English to Somali****Somali to English** |
| SKILLS PROFILE |  | * Experienced and Reliable Somali translator/ interpreter/Proofreading/Transcription.
* Dramatically enhanced customer-satisfaction ratings by expediting all claims and ensuring a high degree of accuracy.
* Received numerous accolades from senior management for consistently providing excellent service and tactfully resolving sensitive issues.
* Excellent working knowledge using IBM systems; , Microsoft Excel, WordPerfect, Microsoft Word.
* Good filing and organizational skills
* Experience in handling confidential paperwork
* Ability to take accurate phone messages and deliver messages promptly
* Good customer-relations background
 |
| EXPERIENC October 2019-upto 2020 |  | **Voulinter somali interprator at school** |
| October 2020 – Upto dat |  | **Somali freelancer in Upwork**https://www.upwork.com/freelancers/~016c951a475e7a0197 Somali Translation and proofreading:* Medical translation
* Reports
* Medical Questionnaires
* Business translation
* Education
* Worker’s manuals
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| **January 2020— Up to date** |  | **Somali Interpreter/Translator and proofreader at proz.com*** Translating technical documentation.
* Translating Letters and Hitch reports, minutes of meetings, email correspondence
* Translating Eng/somali and somali/Eng:
* Simultaneous and Consecutive interpretation
* Business translation
* Somali interpreter at Boostling Company
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| EDUCATION |  | **EDUCATIONAL BACKGROUND**

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| **year**  | **Institution** | **Certificate**  |
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|  |  |  |
| **2015-2018** | **Gusii Highlight High school** | **Kenya Certificate in Secondary Education – (KCSE)** |
| **2006-2014** | **Hormud primary school** | **Kenya Certificate in Primary Education (KCPE)** |

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| AREAS OF EXPERTISE |  | * Technical/Industry
* Medical translation
* Legal translation
* Business translation
* Marketing experience
* Email/letter/written communication
* IT: hardware & software
* Pharmacy
* Education materials
* Questionnaires
* General texts
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|  |  |  |
| SOFTWARE & HARDWARE  |  | * SDL tredos
* Powerpoint
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