**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

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