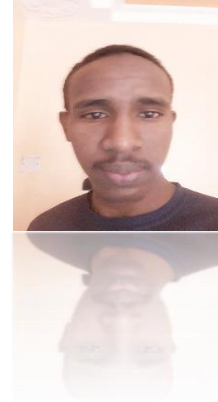

CURRICULUM VITAE OF SULEIMAN ZEILA DUBOW

SOMALI TO ENGLISH TRANSLATION EXPERT

THERE IS NO SUBSTITUTE FOR EXPERIENCE

► SULEIMAN ZEILA DUBOW

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P.O.BOX 16109-00100, Nairobi-Kenya.
Website: www.certifiedsomalinguist.com



Personal Details

Gender: Male
Nationality: Kenyan
Marital status: Single
Date of Birth: 21th October 1994
Native: Somali
Translation languages: Somali into English, English into Somali.
Occupation: Freelancer.
Skype ID: [suzedu1@gmail.com](https://www.skype.com/people/suzedu1@gmail.com)
WhatsApp: +254724065493

Short Bio

My name Suleiman Zeila Dubow, a Somali – English translator and interpreter with an experience more than five years. I specialize in law, science, economics, electrical, IT, marketing, health and

business. I am a member of Management committee of Certified Somali linguist. I am about to start a master's degree in management, information system and innovation at Kenyatta University.

Personal Summary

A multi-skilled, reliable and talented translator with a proven ability to translate written document from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with the people from all over the social and professional backgrounds. Well-mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunity for career development and progression.

Education

Bachelor of Art in English Literature	Mount Kenya university	2010-2013
Kenya Certificate of secondary Education	Nyeri High School	2006-2009
Kenya Certificate of primary Education	Alfarouq Boys Primary school	1998-2005

Short Term Courses

- ▶ Digital, Entrepreneurship and online work training course – CET ICT center Nairobi
- ▶ Information and communication Technology Certificate- Sunna ICT center
- ▶ Certificate in Advance certificate English language course.
- ▶ Computer software packages - MS Office Suite (MS Word, MS Excel)
- ▶ Financial management- online course at Eduraka

Employment History

Somali Translator, Transcriber and Interpreter (2015 –Present)

Certified Somali Linguist (www.certifiedsomalilinguist)

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties

- ▶ Researching legal and technical phraseology to ensure the correct translation is used.

- ▶ Liaising with clients to discuss any unclear point.
- ▶ Providing guidance, creating customer-specific style guides and feedback
- ▶ Translation of documents and letters from a foreign language into English and vice versa.
- ▶ Reviewing and proofreading mother-tongue text.
- ▶ Revising more junior translator's translation work.
- ▶ Conducting face to face interpretation.
- ▶ Supporting the translations team with other projects when necessary.
- ▶ Excellent in English speaking and writing skill.
- ▶ Retrieving articles from newspapers, magazines and websites and translate them into either English or Somali.

Somali Translator and Data Collector (2014 –2018)

Appen INC (www.appen.connect.com)

Duties

- ▶ Worked in Transcription projects that run for three years.
- ▶ Worked in Translation projects.
- ▶ Worked in a data collection project which run for 6 months.
- ▶ Worked in over voice projects.

Somali Interpreter (2014 –2018)

WFP-dadaab (www.wfp.org)

Duties

- ▶ Interpreted between officers and refugees during interviews.
- ▶ Acted as interpreter in a census done for refugees staying in Dadaab.
- ▶ Translated documents for office use.

Some of the online translation agencies worked them recently

- ▶ **Wordlight Translators Pvt. Ltd:** Contracted for English- Somali Project
- ▶ **Welead translation Inc.** contracted for English-Somali Survey project
- ▶ **Infinitive Language Solutions** Contracted for English- Somali Projects
- ▶ April 2018 to date **TGMC** interpreter
- ▶ **PROMOSAIC Pvt. Ltd:** Contracted for English to Somali translation Projects

KEY SKILLS AND COMPETENCIES

- ▶ Familiar with translation software tools(e.g. XTM Cloud, WordFast Pro, SDL trados studio, MemoQ, MateCAT etc.)
- ▶ Able to fluently speaking English, Swahili, Arabic and Somali.
- ▶ Excellent communication and social skills.
- ▶ Highly skilled in Words, Excel and Microsoft Outlook.
- ▶ Willing to travel and able to work under pressure.
- ▶ Able to prioritize work.

Working Rate

My rate depends on the project, its timeframe and its scope. Generally, though, my rate is \$25 per hour.

Translation rate: 0.05 USD per word.

Proofreading rate: 0.03 USD per word.

Transcription rate: 1.00 USD per minute.

Interpretation rate: 3.50 USD per minute.

Availability and Daily Capacity

I am available from Monday to Saturday 7:00A.M to 6:00P.M. My daily capacity is 3000 words or two and half recorded audio hours.

Studio Equipments

Focusrite Scarlett Solo Studio Pack(Microphone, Microphone Stand, Headphones, Pop filter)

References

Mohamed Garene,
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+254725320596.

Nasrudin Hussein
Project Manager, Certified Somali linguist.
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