



# DAYANA AZAHAR

## English-Malay, Malay-English Translator

+6012-2280422

dayanaazahar@yahoo.com

Johor, Malaysia

## Education

Universiti Teknologi Mara (UiTM)

Master's Degree in IT  
2010-2011

Universiti Teknologi Mara (UiTM)

Bachelor's Degree in Business  
Computing  
2006 - 2009

Johor Matriculation College

Certificate in Life Science  
2005

## Software Skill

- Microsoft Word
- Microsoft Excel
- Trados Studio

## Language Proficiency

### Malay

Spoken ★★★★★  
Written ★★★★★

### English

Spoken ★★★★★☆  
Written ★★★★★

### Jawi

Written ★★★★★

## Experience

### Freelance Translator

Present

English-Malay translator

### Admin Executive

2020-2023

#### Tasma Niaga Sdn Bhd

Organizing and maintaining staff records, record leaves, petty cash and petrol usage, prepare HR document, revise company policies, prepare payrolls, invoices and payment vouchers.

### System Consultant

2011-2018

#### Infopro Sdn Bhd

Develop reports, ETL and databases for Business Intelligence module in banking sector; determine the objective of the system and write program specification for developer; compile and run integration test to ensure the system are ready for deployment; consult client on the system specification that are suitable for their usage; lead and organize task within a small team

### Graduate Service Scheme

2010

#### Universiti Teknologi Mara (UiTM)

Assist lecturer in preparing teaching material; relieve lecturer's classes

## List of Work Experience

- Translation of company's letter offer, application form, staff details form
- Translation of an article titled Emotional Intelligence
- Translation of list of attributes in a system