



NABIYU FIKADU

Nationality: Ethiopian **Date of birth:** 31/08/1988 **Gender:** Male

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Home: Addis Ababa (Ethiopia)

ABOUT ME

I am Highly skilled and experienced Freelancer with a strong background of translating, proofreading, editing, transcribing and Interpreting of documents from English to Oromo and Amharic and vice versa. I will provide a quality work in accurately assessing the context of a materials, and translating in an understandable and appropriate way. Highly skilled in legal terminology and processes, helping clients to better understand their rights and position. Bringing forth a positive work ethic and a commitment to efficiency and integrity. I have experience in different fields with more than 700k of translation, more than 450k of proofreading and editing, more than 300 hours of transcripts and Interpreting with more than 100 hours online and in person with different tourists.

WORK EXPERIENCE

Freelancer

Self [01/04/2017 – Current]

City: Addis Ababa

Country: Ethiopia

I have been working as translator, editor, proofreader, transcriber and interpreter with different fields and have experience of more than 700k words of translation, more than 450k words of proofreading and editing, more than 300 hours of transcripts and Interpreting with more than 100 hours online and in person with different tourists.

ICT DIRECTORATE DIRECTOR

DAMBI DOLLO UNIVERSITY [06/010/2017 – Current]

City: DAMBI DOLLO

Country: Ethiopia

1. To draw up and communicate a business plan annually so that direction and objectives of the department are optimally planned, executed and monitored in line with CCBA iD's strategic objectives.
2. To set performance goals together with the team so that team members know, understand and can work effectively as a team towards common goals and purpose
3. To drive WCM initiatives on own Lines
4. To manage and support team leaders and team to achieve production, maintenance and quality targets in a cost effective manner
5. To formulate and control expense and capital budgets so that expenses are planned for and managed Effectively within budgetary parameters
6. To encourage, assist, support and coach Team Leaders so that departmental targets, performance and future challenges are achieved effectively
7. To manage and facilitate conflict resolution within the unit to optimize unit relationships and performance
8. To sell, manage, implement and actively support change interventions and projects to encourage the unit to internalize the change to meet operational targets
9. To actively develop oneself to achieve career goals and to optimize individual and unit performance/ productivity

10. To solve systemic problems to save costs, minimize risk and losses and to improve productivity in line with benchmarks.

LANGUAGE SKILLS

Mother tongue(s): **Oromo | Amharic**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

DIGITAL SKILLS

Microsoft Office / Social Media / CAT Tool / MemoQ, Trados felhasználói szintű ismerete / Memosource / Document translation, Translation verification / Translation software (SDL Trados SD-Tool Across Memosource)
/ Advanced command of: memoQ, SDL Trados Studio, Across, XTM, memsource, TM tool, Multirans

EDUCATION AND TRAINING

Bsc in Computer Science

Haramaya University [03/11/2008 – 11/02/2011] **Address:**

Haramaya, Dire Dawa, Ethiopia, Haramaya (Ethiopia)

MSc in Computer Science

Wollega University [06/10/2022 – 07/12/2024] **Address:**

Nekemte, Ethiopia, Nekemte (Ethiopia)

HOBBIES AND INTERESTS

Hobbies

1. Playing football
2. Helping elders
3. Reading books
4. Searching and adopting new things

VOLUNTEERING

Volunteering

[Online]

I have been helping translators without border (<https://translatorswithoutborders.org>) by contributing more than 25k of words for free!

MANAGEMENT AND LEADERSHIP SKILLS

Trainings

1. Java programming
2. IT essentials
3. Conducting a SWOT Analysis
4. Coaching Skills for Leaders and Managers
5. Leadership Mindsets

FIELDS OF EXPERTISE

Fields of Expertise

[Current]

1. Marketing (including Communication, Social Media translation, etc)
2. Technical (including IT) and Scientific
3. Business and Finance Social Science (including Politics, Gender Studies, etc)
4. Legal, Educational and related one
5. Literacy and General
6. Medical
7. Theology
8. Education

REFERENCE

Professional References

[Current]

Company – Ambo mineral water plc.sc

Name – Chara Essayas

Title - Project Manager

Email – cessayas@gmail.com

Phone +251911703227

Company - Tranzproz

Name - Joshua Muller

Title - Project Manager

Email - translations@tranzproz.com

Phone +1-303-335-0980

Company - Interpreters and Translators, Inc.

Name - Phi Truong

Title - Project Manager

Email - ptruong@ititranslates.com

Phone 860.430.4370