



Tewelde Tesfay

Professional Tigrigna Interpreter

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Gender: Male

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Native Language: Tigrigna

Country of Residence: Ethiopia

Experience as Interpreter: 5 years

Dear Sir/Ma'am,

Please consider me for your exciting interpreter position. Be assured that I can completely carry out all of the activities duties and responsibilities that are required of this role.

I have a wealth of knowledge and expertise to do any kind of document translation and Interpretation from the source language to the target language

I am a reliable interpreter with a proven ability to accurately interpret Tigrigna to English, English to Tigrigna, Amharic to Tigrigna, English to Tigrigna languages.

If you are looking for someone who can interpret Tigrigna to English, English to Tigrigna, Amharic to English, English to Amharic in a professional and humble etiquette and manner, then look no further. You can rely on me to fill the linguistic gap and facilitate communication and achieve communication goals, to communicate accurately and to connect you with your non-English clients or if you are an LEP to connect with your English speakers via live phone or video calls from anywhere at any time, to have face-to-face conversations via Over Phone Interpretation (OPI) or Video Remote Interpretation (VRI) through Mobile Phones or virtual platforms.

I am a quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Yours sincerely

Tewelde Tesfay



EDUCATION

Master of Business Administration in Marketing, Sikkim Manipal University, India (2010)

Bachelor's Degree in Accounting and Finance, Mekelle University, Mekelle, Ethiopia (2006)

CERTIFICATES:

Certificate of Completion, Tax and Customs Administration

Certificate of Participation, Basic Audit Training

Certificate of Basic Computer Systems

Certificate of Achievement, Digital Marketing

Certificate of Completion, HIPPA Compliance for remote interpreters

Certificate of Completion, Fraud, Waste and Abuse

Certificate of Completion, Become a remote interpreter

Certificate of Completion, Conflict Management

Certificate of Completion, US Health Care Systems

Certificate of Completion, Call Center Customer Service

Certificate of Completion, Online Interpreting Platforms

Certificate of Completion, Advanced medical Terminology

Certificate of Completion, Real Work Situations Compliance Issues

PASSION:

Learning and Teaching

LANGUAGES:

Tigrinya (Native)

English (Proficient)

Amharic (Proficient)

WORK EXPERIENCE:

Auditor, Ethiopian Revenue and Customs Authority, Addis Ababa, Ethiopia (2006 – 2013)

I worked for governmental organization that is called Ethiopian Revenue and Customs Authority. I worked for the organization as a Tax compliance Auditor. I audited customer records, documentations, contracts, Invoices, payments, purchases, stock cards, ledgers, financial statements. I interviewed every customer during the commencement of the work. I did exit conferences regarding the documentation, regulation, laws and compliances. I advised the accounting departments in how to handle their recordings according the law, directives, manuals, procedures and the principles, and I prepared tax assessment reports.

Finance Manager, Overseas Infrastructure Developers, Ethiopia (2013 – 2016)

As a finance manager I worked for Overseas Infrastructure Developers. Here, I took account of all and all the finance works from recording to journalizing, posting, preparing, adjusting, closing and reporting all the financial information. I managed sales and purchase documentations; I managed customer accounts and payments and I trained employees.

University Instructor, Admas University (2017)

I worked as an instructor of accounting information systems for Admas University degree program starting from October 1, 2017 up to July 15, 2017(a total of two semesters). The courses which I was assigned to teach were designed to help graduates to gain working knowledge on how ICT is applied to business functions in general and in accounting function in particular. Accordingly, I taught my students on understanding the business activities and decisions performed in the major business cycles including collection and processing of data, BPR/Problem analysis and system development, Appreciate the use of ICT developments in general and e-commerce technology in particular, Overview of control and audit of accounting information systems, Understand fundamental concepts of database technology and data

modeling and their effect on accounting information systems and how to develop and maintain accounting information system.

Senior Accountant, Ethio India Packaging PLCs (03/2018 –02/2019)

In my position as a senior accountant, I had different accounting and finance duties and responsibilities. As a senior accountant and a very responsible person to control the all the functions of the factory I had full responsibility in preparing financial statements, developing accounting procedures and manuals, assisting with preparing and monitoring budgets, approve payroll checks, participate in financial standards setting, reconciling accounts and resolving discrepancies, IFRS knowledge required, reconciling balance sheets, supervising accounting staff, assist with audits and taxes, manage accounting tasks, preparing general ledgers, performing budget audits, creating financial dashboards and budgets, performing account reconciliations, auditing financial transactions, analyze financial reports, reconcile accounts payable receivable, reconciling balance sheet accounts, managing internal controls, preparing tax returns, preparing fixed asset schedules.

Professional Tigrigna Interpreter, Clear Source Translation(03/2018-now)

Since march/2018 till now, for about six years, I have been working as a private online freelancer in translation, interpretation, script writing, transcription and data entry. As a native Tigrigna speaker and a proficient English speaker, I worked as an Interpreter and my clients were always satisfied with my services.

I performed my jobs respecting a professional code of ethics regarding confidentiality and impartiality. Understanding terminology related to niches such as health care, law, business or government.

