

**Hela ALLANI**

**Multilingual Translator**

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## Summary

Passionate multilingual and professional translator with 7+ years of experience translating to Arabic, French, English & Mandarin Chinese

Fluent in 4 languages: Arabic, French, English & Chinese (Spoken & Written)

## Experience

### **2015-2019**

Translator & Sales coordinator at Danchil Jewelry Co., Ltd achieving below tasks:

- Translated e-mails and documents,
- Performed oral Translation during meetings, for conversations, speeches, discussions & negotiations,
- Performed miscellaneous administrative duties such as answering phone calls, updating and digitizing old records, following up with customers, scheduling appointments.

### **2019-2023**

Owner & Manager of Wuhan Multilingual Translation Co., Ltd in China achieving below tasks:

- Translated Chinese- French medical documents and vice versa,
- Translated Chinese-English medical documents and vice versa,
- Translated over 200 projects including legal documents, website contents & articles,
- Maintained strict confidentiality policies concerning clients and materials translated,
- Performed oral translation during business meetings, fairs, conversations & negotiations.

## Education

### **September 2012-June 2015**

Master degree in Translation at Zhejiang Normal University (Chinese government scholarship).

### **September 2009-January 2010**

Got Chinese government & Tunisian Government Scholarship to Zhejiang Normal university for Chinese language training.

### **September 2007-June 2010**

Fundamental License in Chinese Language, Civilization and Literature at Carthage Languages University of Tunis.

## Skills

### ● **Professional Skills**

Microsoft office

Writing skills

Reading and comprehension skills

Cultural Knowledge

### ● **Inter-personal skills**

Accuracy

Communication skills

Multitasking

Time Management