

Aniza Borhan

14 Jalan 3/26,
Taman Bangi 3
Bandar Baru Bangi
43650 Bangi
Selangor Darul Ehsan

Mobile: 019.2826492
E-mail: aniza.borhan@gmail.com
Other e-mail: anizarmf@streamyx.com
Windows Live ID: aniza.borhan@gmail.com
Skype: za9119
Website: <http://aniza.borhan.googlepages.com>

Profile

- ☺ Enthusiastic learner, skillful translator.
- ☺ Proficient and skillful with the MS Office particularly PowerPoint, Word and Excel 2003.
- ☺ Customer oriented.

Working Language, Output, Rate & Work Hours

- ☺ English to Malay - 2000 words per day / €0.07 (\$0.10) ≈ MYR0.35 (General Texts)*
- ☺ Malay to English - 2000 words per day / €0.07 (\$0.10) ≈ MYR0.35 (General Texts)*
- ☺ Work hours – approximately 6 hours per day (Mondays to Fridays GMT+0800)

Area of Specialization

- ☺ Business Text
- ☺ Marketing & Advertising Text
- ☺ Telecommunication Text
- ☺ General Text

Software

- ☺ MS Office 2003 Standard Edition
- ☺ SDLX Lite
- ☺ SDL Trados 2007
- ☺ MS LocStudio 4.80
- ☺ MS Helium 6.0

Hardware

- ☺ Intel Core2 Duo 2GB RAM on Windows Vista
- ☺ DSL Internet Connection approximately 10 hours per day
- ☺ 4 in 1 Printer with Fax

Registered with



TC master



Platinum Member

English<>Malay Translator Profile

Has done work for (for most, continue doing...)

- ☺ Softitler – Subtitling of Fiction Dramas
- ☺ InfoEmerze- Proofreading of Medical Questionnaires & General Translation
- ☺ Andovar Consultative Localization – Help Documentation for Yahoo
- ☺ ADR Destiny - Subtitles
- ☺ Song's International Ltd – Content for Website, General Documents, Birth/Marriage Certificates
- ☺ MindShare Malaysia – Translation for a Documentary on Wushu
- ☺ Sublime India Language Services – Mobile Device Manual, Birth Certificates
- ☺ Advanced Language Translation, USA - Company Handbook
- ☺ Translation Department, Inc. USA – Proofreading of Movie Synopsis& User Menu
- ☺ Wordsmith Communication, India – Certificates, LSG Sky Chef Safety Poster
- ☺ Language Bank International, USA – Certificates
- ☺ K-Soft Japan – Legal Request Letter
- ☺ E-Maker, Singapore - Mobile Device Manual
- ☺ Religious book – Energi Melalui Ibadah Solah
- ☺ CIMB, Malaysia – Service Handbook
- ☺ One short story from the book Tangled Emotions by Bernice Narayanan
- ☺ Localized the allsubs.org
- ☺ Other International & Local individuals- Various general, immigration letters and documents & marketing material translation and proof reading.
- ☺ Current ongoing work – MS Windows Live localization

Working Experience

Putra University Malaysia, Serdang (UPM)
2005

Semester June

Part Time Tutor

Course: Strategic Management (54 students)

Celcom Malaysia Berhad

1998 – April 2005

Product Management – Postpaid Business

Senior Executive / Product Specialist (2003 – 2005)
Executive (1998 – 2003)

Hong Leong Bank Berhad

1996 – 1998

Hong Leong Bank Berhad HQ and OUG Branch

Executive (1997 - 1998)
Customer Service Executive (1996 – 1997)

Job Specification

Inward and outward clearing, Banking, Customer service

AT&T (Malaysia) Berhad

Quality Department and Public Relations

Trainee 6.5 months in 1995

Education/ Course

i-to-i (UK) www.i-to-i.com

Sept 2005

Diploma in Teaching English as a Foreign Language (TEFL)

Additional module: English to Young Learners

Malaysia National Institute of Translation (ITNMB), Wangsa Maju

Sept 2004

Certificate in Translation

English – Malay – English

English<>Malay Translator Profile

Universiti Teknologi MARA (UiTM) Shah Alam Faculty of Information Studies MSc in Information Management Knowledge Management Database Management for Information Works Information Storage & Retrieval Systems Information Systems: Analysis, Design & Management Strategic Planning & Human Resource Management Applications of Multimedia	2000-2002 CGPA 3.33 out of 4.00
Northern University of Malaysia (UUM), Sintok, Kedah School of Management Bachelor of Business Administration	1991-1995 CGPA 3.07 out of 4.00
MARA University of Technology, Malaysia (UiTM) Shah Alam (formerly MARA Institute of Technology) School of Business Diploma in Banking Studies	1988-1991

Personal Information

Born	Age
April 6, 1970	38 years
Marital Status	Nationality
Married with three children	Malaysian
Interest	
Internet, Computer, Multimedia, Reading, Language, Homemaking Stuff, Movies	
Payment Agents	
Moneybookers (preferred): aniza.borhan@gmail.com	
Paypal: aniza.borhan@gmail.com	
Wire transfer: Maybank Berhad MBBEMYKL (Swift) 164490010410	

Note

General texts are not: technical and scientific, creative or law text material.
These genres are priced differently. TQ.