

NORDIANA

AHMAD



OBJECTIVE

- To develop a successful career as a professional Malay translator.
- To contribute towards improving the standards of English – Malay translation to its highest level.
- To contribute towards enhancing the image of a translator as a skilled professional.

PROFILE

- Native speaker of Malay residing in Kuala Lumpur, Malaysia.
- Born in 1974.
- Perform translation, editing, proofreading and subtitling.
- Proficient in English, learned English as a second language during Primary and Secondary schools, lived and studied for undergraduate studies in the UK for two years. (1995-1997)
- Completed a general translation course in August 2007 and obtained a certificate in translation.
- Excellent computer skills including office software & internet research
- Meticulous, reliable, accustomed to meeting deadlines and able to work under pressure.

LANGUAGE PAIRS

- English – Malay
- Malay – English

WORK SUBMISSION

- Word (rtf, txt, doc)
- Adobe (PDF, indesign)
- Misc. (tif, jpg, gif)

**MALAY
TRANSLATOR**

SPECIALIZATION

- Business & Commerce
- Market Research & Survey
- Public Relations, Marketing & Advertising
- Travel & Tourism
- MSDS
- Information Technology
- HR & Management
- Cinema, Film, TV, Drama

EQUIPMENT

- Hardware : Intel® Pentium® Dual Core Laptop, 2GB RAM, Brother All-in-One Printer.
- Software : Windows 7, Office 2010 *Word, Excel, PowerPoint*, Wordfast 5.53, SDLX, Idiom WorldServer, E-Kamus Dictionary Ver 5.02 & Dewan Eja Pro (Malay spell checker).
- Internet : High-speed Internet broadband connection.

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Malaysia**

TRANSLATION EXPERIENCE

- April'08 – Translation of Press release (700 words) from English to Malay for BonusKad Loyalty Sdn Bhd, Malaysia.
- May'08 – Proofreading of New Zealand Airport Arrival Card in Malay (2011 words) for NTIS New Zealand Translations LTD.
- Aug'08 to Oct'08 - Involved in a joint translation project of a novel by Barrack Obama, “ The audacity of Hope”, a collaboration project between the Malaysian National Institute of Translation (ITNM) & Translators (former students).
- Nov'08 – Translation of Press advertisement campaign (850 words) from English to Malay for BonusKad Loyalty Sdn Bhd (Malaysia).
- Dec'08 – Review of Microsoft Exchange 2010 User Manual Guide (6000 words) from English to Malay for EQHO Communications Limited (Thailand).
- Dec'08 – Review of Microsoft Exchange 2010 User Manual Guide (660 words) from English to Malay for EQHO Communications Limited (Thailand).
- Jan'09 – Proofreading of “Danisco Dialogue form” from English to Malay (600 words – subject HR/Business) from English to Malay for Lingtech A/S (Denmark).
- April'09 – Localization of smart phone application user interface (WunderRadio – 300 words) for EQHO Communications Limited (Thailand).
- April'09 - Translation of Press release (300 words) from English to Malay for BonusKad Loyalty Sdn Bhd.
- July & Aug'09 – GPS/Connected Services Testing & Bug reporting of ASUS-Garmin M20 & M60 (location based communication device/phone). Total 22 hours for EQHO Communications Limited (Thailand).
- Oct'09 – Proofreading & editing of PhD Thesis in English on Value Management in Construction Industry (8500 words)
- Dec'09 – Proofreading & editing of Research Paper in English on Bleaching Earth (8500 words)
- Jan'10 - GPS/Connected Services Testing & Bug reporting of ASUS-Garmin M10A (location based communication device/phone). Total 18 hours for EQHO Communications Limited (Thailand).
- Mar'10 – Translation of MSDS for Objet - Fullcure Toner from English to Malay for DPI Technology Sdn. Bhd, Malaysia. (11 sets of MSDS – 16,500 words)
- Jul'10 – Proofreading of New Zealand Airport Arrival Card & Customs Form from English to Malay (1100 words) for NTIS New Zealand Translations LTD.
- Aug'10 – Translation of Operating Guidelines for Polo Ralph Lauren Corporation from English to Malay (600 words) for EQHO Communications Limited (Thailand).

- Sep'10 – Translation of Power Point presentation slide of a PR company for “Malaysia Kitchen” promotional campaign in New Zealand from English to Malay (2000 words) for NTIS New Zealand Translations LTD.
- Oct'10 – Miscellaneous small translation works (English to Malay) for NTIS New Zealand Translations LTD.
- Nov'10 – Translation of Birth Certificate from Malay to English for NTIS New Zealand Translations LTD.
- Nov'10 – Website localization from English to Malay (Apply for a US Visa in Malaysia website – 13 pgs - 4000 words) for Lexcode Languages & Communication (Philippine).
- Nov'10 – Translation of general texts (personal background) from Malay to English (650 words) for a private client.
- Dec'10 - Editing of hotel website translation from English to Malay (2500 words) for EQHO Communications Limited (Thailand).
- Dec'10 – Editing & proofreading of Refrigerator Operating Manual translation from English to Malay (9500 words) for EQHO Communications Limited (Thailand).
- Dec'10 – Translation of Global Survey Questionnaires on Cosmetics (for online survey) from English to Malay (2900 words) for AIT Traduction, France. Proofreading/Testing of the online version of Questionnaires (Jan'11)
- Dec'10 – Proofreading of online Psychometric Questionnaires from English to Malay (15,500 words) for Language Connect International Ltd, UK.
- Jan'11 – Translation of business letter from English to Malay (350 words) for Paname Translations, Australia.
- Jan'11 – Editing of personal appreciation letter from English to Malay (150 words) for Versatile Translations, Canada.
- Jan'11 – Translation of Health & Safety Instructions/Warnings from English to Malay (6786 words) for Language Connect International Ltd, UK.
- Feb'11 – Review of the translation of Anti-Corruption & FCPA Course from English to Malay (450 words) for WAV Audio, USA.
- Mar'11 - Proofreading & Editing of Research Paper in English on Bleaching Earth analysis in Oil Refining Processes (15000 words).
- Mar'11 – Website localization of Online education /E-learning website from English to Malay (2372 words) for EQHO Communications Limited (Thailand).
- Mar'11 – Translation of Abstract from English to Malay for Master Thesis on Bleaching Earth analysis in Oil Refining Processes (500 words)
- Apr'11 - Proofreading of Medical Questionnaires from US English to English for Malaysia (5772 words) for Geo Languages Services Ltd, UK.

- May'11 – Website Localization of Clean Batik Initiative Programme from English to Malay (3700 words) for Malaysian-German Chamber of Industry & Commerce (MGCC), Malaysia.
- May'11 – Proofreading of Online Employee Satisfaction survey questionnaires from English to Malay (2600 words) for TNS Opinion, Brussels, Belgium.
- May'11 (long term on-going project) – Translation of Hotel directory websites from English to Malay for Engrande, Spain. Estimated volume about 50,000 words.
- June'11 – Proofreading of Medical questionnaires from English to Malay (450 words) for Geo Languages Services Ltd, UK.
- July'11 – Proofreading of Medical questionnaires from English to Malay (100 words) for Geo Languages Services Ltd, UK.
- July'11 – Translation of an online course on FCPA UK (Foreign Corrupt Practice Act) from English to Malay (5800 words) for WAV Audio, USA.
- July'11 – Translation of Marketing Materials for International Dairy Manufacturer from English to Malay (600 words) for NTIS New Zealand.
- Aug'11 – Translation of documents pertaining to Global Employee Share Plan (Rules & Regulations, Application form, Invitation Letter, Poster) from English to Malay (13,500 words) for NTIS New Zealand.
- Sep'11 – Translation of Employee Opinion Survey questionnaires from English to Malay (2,800 words) for Maximum Translations GmbH, Germany.
- Oct'11 – Translation of Anti-Corruption Compliance Policy & Code of Business Ethics & Conduct from English to Malay (8800 words) for Transpac Technology Inc., China.
- Oct'11 – Translation of Airport Study Questionnaires from English to Malay (1600 words) for Language Connect International Ltd, Germany.

EDUCATIONAL BACKGROUND

- 2007** **Certificate in General Translation**
Malaysia National Institute of Translation
Kuala Lumpur, Malaysia.
Grade : Excellen
- 2005** **Certificate in Japanese Language Proficiency**
Test - Level 3
Intercultural Language School
Kuala Lumpur, Malaysia.
- 1997** **B.A (Hons) Travel & Tourism Management**
University Of Northumbria, Newcastle, UK.
- 1994** **A Levels**
Mara Science College, Kuala Lumpur, Malaysia

WORKING EXPERIENCE

MOX-Linde Gases Sdn Bhd (Oil & Gas Industry)

Commercial Executive (August'07 – present)

Diebold Corp Systems (M) Sdn Bhd (Banking & Trade services)

Administrator (2006 – 2007)

Bonuskad Loyalty (M) Sdn Bhd (Loyalty Card Programme)

Participants Liaison (2002 – 2006)

Transworld Travel & Tours Sdn Bhd (Travel Agency)

Operations Executive (2000 –2001)