



**QHAIRUNISHA BINTI  
MOHD KHALID**

**Date of birth :**  
**21 January 1981**

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**Address :**  
**No.16, Lorong Sembilang  
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41100 Klang,  
Selangor.**

**Skill**

- **Language proficiency**  
(Best=10 , Worst=1)
  - **English**  
Oral = 8, Written = 9
  - **Malay**  
Oral = 10, Written = 10
- **Proficient in :**
  - MemSource
  - SDL Trados Studio 2015
  - SmartCat
  - Matecat
  - Smartling
  - CGS Tool
  - GTool
  - GTT
  - Winzip
  - Adobe
  - Microsoft Windows  
(95 and higher)
  - Microsoft Office – Word,  
Excel, Power Point, Outlook

**Work experiences in language translation, editing and proof-reading**

- Automotive / Cars & Trucks.
- Aerospace / Aviation / Space.
- Engineering Management.
- Engineering Industrial / Mechanical.
- Automation & Robotics.
- Manufacturing.
- Research & Development for automotive industry.
- ISO 9001 & IATF 16949 standard.
- Technical standards. (ASTM, JIS, BSi, etc.).
- Laboratory standard & procedure for automotive industry.
- Quality manual & procedure for automotive industry.
- Mission and Vision Statement
- Technical writing (Standard Operating Procedure, Work Instruction).
- Technical journal.

**Field of interest**

- Life science.  
(Pharmaceutical market research survey, Medical equipments)
- Skincare & Healthcare leaflets
- Technical website.
- Marketing texts
- International movies
- University/college brochures.

**Education**

**2016 – Present**      Universiti Teknologi Mara (UiTM), Shah Alam, Selangor  
Master of Science (Mechanical Engineering) – Research.

**1999 – 2004**      Universiti Tenaga Nasional, Bangi, Selangor  
B Eng. Hons (Mechanical Engineering)

**Services and rates**

<b>Services</b>	<b>USD per source word</b>
Translation (EN>MS), <i>Daily output: 3000 words</i>	0.06 USD per source word
Editing (EN>MS), <i>Daily output: 5000 words</i>	0.03 USD per source word
Hourly charge	20.00 USD per hour
Transcription	40.00 USD per one audio hour