DG NOORHAYATI BINTI PG RAZID

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PROFILE

I began my studies in Bachelor of Arts Business Studies at University of Central England, Birmingham, United Kingdom and later, in year 2000, pursued my studies in Masters in Business Administration at Edith Cowan University, Perth, Australia. These education qualifications are enhanced with twenty four years of experiences in conventional education setup, human capital development, marketing, advertisement, customer service, quality assurance and communications.

LANGUAGE PROFICIENCY

MALAY – Native speaker   ENGLISH - Fluent

LANGUAGE PAIRS

MALAY – ENGLISH   ENGLISH - MALAY

RELEVANT WORK EXPERIENCE ON TRANSLATION, PROOFREADING AND EDITING

- *Legal documents such as agreements with government agencies*
- *Quality Management System establishment; ISO 9001:2015, 5S, 6 Sigma, TQM*
- *Standard operating procedures for Admission and Exam Unit, Credit Management Unit and Visa Unit*

- *Manual and guidelines for credit management and procurement*
- *Documents for government agencies*
- *Official correspondences with local authorities and government agencies*
- *Teaching and Learning manuals for academic programs*

- *Teaching and learning manuals for Human Capital Development programs*
- *Communication kit for sales, advertisement & promotion*
- *Annual report*
- *Debtors monthly analysis report*
- *Business plans*
- *Strategic planning*

SERVICES AND RATE

Currency	USD
Translation (EN > MS & MS > EN) Daily output : 2500 words	0.06 USD per source word
Editing (EN > MS & MS > EN) Daily output : 5000 words	0.03 USD per source word
Proofread (EN > MS & MS > EN) Daily output : 5000 words	0.03 USD per source word
Hourly charge	20.00 USD per hour
Minimum charge (<200 w)	15.00 USD
Transcription	100.00 USD

TOOLS

SDL Trados Studio 2015, MemSource, Smartling, CGS Tool, Gtool, GTT, SmartCat and Matecat
MS Word 2016, MS Excel 2016, MS Powerpoint 2016, Adobe, WinZip