

NADA MOKAHAL

CONTACT INFORMATION

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Address: Barbir, New Moukahal Building, 1st Floor

PERSONAL INFORMATION

Birth date: 10 July 1998

Gender: Female

Nationality: Lebanese

Residence country: Beirut, Lebanon

Marital status: Single

EDUCATION

High School Diploma

Location: Beirut, Lebanon

Completion: June 2018

SKILLS

Ms Word , Excel , PowerPoint **Level:**

Expert.

Poliscript & Subtitle Edit

Level: Expert.

LANGUAGES

English

Level: Expert

Arabic

Level: Expert

EXPERIENCE

IPH Studios | Translation, Proof reading, QC and Synchronization | March 2022 – Present

Location: Beirut, Lebanon

Company Industry: Broadcasting & Media

- Fluency in English and Arabic.
- Excellent writing skills and command of grammar.
- Attentive to detail and accuracy.
- Time management skills to meet deadlines quickly.
- Converting text and audio recordings to another language.
- Proofread translated texts for grammar, spelling and punctuation accuracy.
- Ensuring that scripts meet production standards and removing texts that fail to meet specifications.
- Making sure that documentaries, movies and series are synched properly.
- Translating both scripted and unscripted files.
- Working on PAC or SRT files depending on the client's preference.

FIFA Arab Cup 2021 | Waitress | November 2021-December 2021

Location: Qatar

Company Industry: Restaurant

- Full time waitress with AtoZ company that's providing its services to several stadiums and restaurants.
- Greeting and welcoming the customers with a positive and cheerful attitude.
- Taking orders from customers and serving them.
- Ensuring the best possible customer service to guarantee customer satisfaction.

Makan Restaurant | Waitress | August 2021 – October 2021

Location: Beirut, Lebanon

Company Industry: Restaurant

- Part time waitress supporting clientele in their orders along with the staff to ensure proper store management.

Full Time Nanny | May 2021 – November 2021

Location: Beirut, Lebanon

- Worked as a full time nanny handling the sole responsibility of a 6 months old.
- Supported the child with all her needs - feeding, napping, learning, playing, at outmost security.
- The parents were verify satisfied and also extended my responsibilities to support with their 4 year old son.

AMPM | Cashier | December 2019 – September 2021

Location: Beirut, Lebanon

Company Industry: Retail

- Responsible for client support & items tracking/ cashing.
- Ensured daily cost controls and proper stock inventory.

Malik's Bookshop | Sales Associate | July 2019 – September 2019

Location: Beirut, Lebanon

Company Industry: Wholesale

- Ensured impeccable customer service and operations covering daily stock management, inventory management, and outlet organization.

Pinkberry, At Dareen International Co. | Supervisor | August 2016 – July 2019

Location: Beirut, Lebanon

Company Industry: Retail / Wholesale

- Responsible for the full operations covering data entry, stock inventory, daily cost controls, clientele orders and supervising newly joined staff.
- Consistently delivered on quarterly and yearly targets.
- Named employee of the year for two consecutive years.