

# Norhaniza Nuruddin, ACIL Lead Certified Translator

## Professional Summary

- ProZ.com Certified PRO Translator with expertise in translating documents, content, and materials in English, and Malay languages.
- Several years of experience in translating for a variety of agencies worldwide.
- Adept in translating content based on the needs of the clients and committed to translating with integrity and dedication to meeting deadlines.
- Capable of translating a variety of topics and domains as well as skilled in performing research and achieving ultimate preparedness for a task.
- Highly detail-oriented with a commitment to delivering high-quality translations on time.
- Effective communication and collaboration skills with clients.

## Certifications

- Diploma in Translation (Upper Credit) 2022 (MTA)
- The Application of Technology in Translation 2023 (MTA)
- Creative Translation Intensive Course 2023 (MTA)
- EF SET English Certificate 2023 (EF SET)

## Education

- MARA Junior Science College (MRSM) 1983  
Malaysia Education Certificate (SPM) Grade One
- MARA Intensive English Course TOEFL - SCORE 660; SCHOLASTIC APTITUDE TEST
- American Associate Degree (AAD) BBA (Accounting) 1986 CGPA 3.84
- Malaysian Translators Association (MTA) Diploma in Translation (Upper Credit)

## Professional Experience

- PUBLIC FINANCE (1986 – 1997) EXECUTIVE
- RHB DELTA FINANCE (1997 – 2004) SENIOR EXECUTIVE
- FREELANCE PROOFREADER (2004 – PRESENT)
- PROFESSIONAL LINGUIST - CERTIFIED (2013 – PRESENT)

## Languages

- English
- Bahasa Melayu (Kedah dialect)
- Malay
- Hokkien

## Skills

- Translation proficiency in English/Malay
- Strong understanding of specialization in business, marketing, IT, manufacturing, legal, medical, technical, pharmaceutical, maritime, military, and website localization.
- Proficiency in translation software and tools e.g. Trados, MemoQ, Memsources, Smartling, XTM etc..
- Excellent communication and interpersonal skills.
- Attention to detail and strong organizational skills.
- Time management and deadline-oriented.
- Cultural sensitivity and understanding.

## Professional Memberships

- Malaysian Translators Association (MTA/PPM) No 1683
- Australian Institute of Interpreters and Translators Inc. (AUSIT) No 69880607
- Chartered Institute of Linguists (CIOL) No 76045
- American Translators Association (ATA) No 279450
- Association of Indonesian Translators (HPI) 03235031
- International Association of Professional Translators and Interpreters (IAPTI) No 2736
- Plain Language Association International (PLAIN) 71218306



## About Me

### Objective:

**Dedicated and certified translator with 11 years of experience in English <=> Malay translation.**

**Proficient in translation, editing and proofreading, and committed to delivering accurate and culturally sensitive translations. Seeking to contribute my language expertise and cultural understanding as a Certified Translator.**

## Contact Info



**+6013-4424305**



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**[norhaniza\\_nuruddin@iapti.org](mailto:norhaniza_nuruddin@iapti.org)**



**Norhaniza Nuruddin**



**<http://www.norhaniza-translation.com/>**



**<https://www.linkedin.com/in/norhaniza-n-792953218/>**

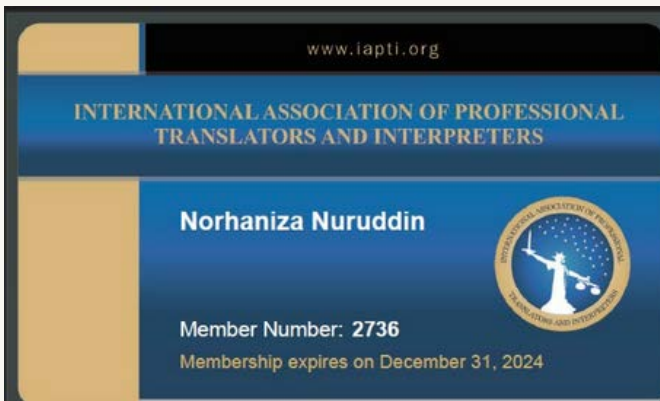


**[www.proz.com/translator/3297638](http://www.proz.com/translator/3297638)**

## References & CPD Records

**Will be provided upon request**

# Professional Membership Cards



# Professional Experience

## **EXECUTIVE / SENIOR EXECUTIVE FINANCIAL INSTITUTION (1986 - 2004)**

- Responsible as the Head of Credit Recovery department
- Responsible for translating documents/correspondences/proposals for branch operations
- Responsible for handling branch legal matters i.e. foreclosure of properties, repossession of vehicles and disposal via tender
- Responsible for vetting legal documents i.e. court orders, and summons relating to debts recovery
- Attending to overall financial institution branch operational matters
- Primarily responsible for branch security
- Preparation of credit proposals for Head Office approvals
- Preparation of reports for submission to Head Office
- Responsible for evaluating, processing of loans applications
- Responsible of vetting security documents i.e. loan facility agreements, and deed of assignments
- Responsible for reducing delinquent accounts
- Responsible for loan restructuring proposals

# Professional Experience

## **PROOFREADER / CONTENT WRITER FREELANCE (2004 - PRESENT)**

- Proofreading academic papers for post graduates (Masters and PhD thesis/dissertations)
- Writing correspondences/proposals for automotive business entities
- Content writing for travel blogs
- Vetting documents for various business entities
- Language teaching for high school students
- Preparation of credit proposals for business entities

## **PROFESSIONAL TRANSLATOR FREELANCE (2013 - PRESENT)**

- Translating business documents/press releases/marketing contents/medical devices/flyers/clinical trials/operating manuals/websites/UI/code of conducts/books/movies synopsis/contracts/training manuals/catalogues in various domains for multiple translation agencies globally
- Translating questionnaires/surveys/data for post-graduates
- Involves in pro bono translating jobs for non-profit organizations
- Translating birth certificates/marriage certificates/housemanship certificates for individuals and translation agencies
- Translating court documents/statutes/contracts/user agreements/legislations
- Translating government correspondences/contracts
- Language teaching for expatriates
- Copywriting for small business entities
- Machine translation post editing

# Professional Developments

## Courses/Training

- **General Finance Operations (Public Bank Group - Aug 1991)**
- **Legal Issues in Industrial Hire Purchase (AFCM - Mar 1997)**
- **Credit Documentation & Recovery (Utama Finance Ltd. - Apr 1997)**
- **Effective Team Working (Interfinance - Sept 1997)**
- **Effective Time Management (TMS Trainers - Nov 1997)**
- **Credit Monitoring & Workout Situations for Branch Personnel (Institute of Bankers Malaysia [IBBM] - Mar 2000)**
- **Translation and Localization (LIA Interactive Academy - Nov 2012)**
- **Mastering Linguistic Skills (LIA Interactive Academy - May 2013)**
- **Boost Confidence in Public Speaking (LIA Interactive - Dec 2014)**
- **Proofreading Academic Papers (LIA Interactive - June 2015)**
- **Enhance Written Skills in English (LIA Interactive - Aug 2016)**
- **Verbal Communication in Business (LIA Interactive - Nov 2017)**
- **The Role of an Editor (LIA Interactive - Sept 2018)**
- **Preferential/Minor/Major Errors in LQA (LIA Interactive - Oct 2019)**
- **Teaching Malay to Non-native Speakers (LIA Interactive- July 2020)**
- **Professional Diploma in Translation (MTA - 2021/2022)**
- **The Application of Technology in Translation (MTA - Aug 2023)**
- **Creative Translation Intensive Course (MTA - Sept 2023)**
- **Translation & Sustainability (HPI - Oct 2023)**
- **Fluent in finance: Translating financial reports and accounts (CIOL - Nov 2023)**
- **Inclusion & Safety Training for Translators (AUSIT-Nov 2023)**
- **Editing Process: The Basics (GO Global - Nov 2023)**
- **Negotiating Freelance Terms (ATA - Nov 2023)**

# Professional Developments

## Courses/Training

- NDAs- Should we be signing them? (CIOL - Jan 2024)
- Editing in Translation (HPI - Jan 2024)
- Sexual offences - Legal terminology for language professionals
- Introduction to MTPE (CIOL - Feb 2024)
- NAATI Certification System (AUSIT - Feb 2024)
- Editing Process - Advanced (GO Global - Feb 2024)
- Translators & Interpreters In The Movies (IAPTI - Feb 2024)
- Finding Linguistic Niche (CIOL - Mar 2024)
- ProZ.com AI Expo (ProZ.com - Mar 2024)
- Wellbeing and Language Learning (CIOL - Mar 2024)
- Online Conference (CIOL - Mar 2024)
- How to Get More Clients (ProZ - Mar 2024)
- Clinical Trials and Medical Documentation (ProZ - Apr 2024)
- Breaking the AIs: hands-on prompting for translators (ProZ- Apr 2024)
- The role of a life sciences linguist (CIOL - Apr 2024)
- DTP - expand your translation services (CIOL - Apr 2024)
- Translators & Interpreters In The Movies - A talk about journalism (IAPTI - Apr 2024)
- A Balancing Act: Navigating AI in Translation with Skill and Insight (ProZ - Apr 2024)
- How can schools give language learning the role it deserves? (CIOL - May 2024)
- Exploring AI Tools: Bridging Language and Technologies for Language Experts (ProZ - May 2024)
- Offences of assault - legal terminology (CIOL - May 2024)
- The Translation Industry By Numbers: Between Growth, Transformation, and Reinvention (FIT - May 2024)
- Virtual Conference for remote Interpreters (ProZ - May 2024)
- Ultimate tips for translating user manuals (CIOL - May 2024)

# Professional Developments

## Courses/Training

- **The AI Advantage: Mastering Cultural Sensitivity in Translations and Interpretation (ProZ - July 2024)**
- **Exploiting AI advancement: Strategies for financial success in language services (ProZ - Aug 2024)**
- **Offences of dishonesty - legal terminology (CIOL - Aug 2024)**
- **Content Analysis of Annual Report/Sustainability Report for Translators (HPI - Aug 2024)**
- **Grammar Dialogue Training JDT 55 (Munysi Academic Centre - Aug 2024)**
- **Legal Documents and Official Translation (ProZ - Aug 2024)**
- **Grammar Dialogue Training JDT 56 (Munysi Academic Centre - Aug 2024)**
- **(FPP) Medical Translation (ProZ - Aug 2024)**

# PROJECTS (MALAY TO ENG)

- Housemanship Certificate Certified Translation for The Australian Health Practitioner Regulation Agency (AHPRA)
- Letter of Approval as Plastic Waste Importer Issued by the Department of National Solid Waste Management, Ministry of Housing and Local Government of Malaysia
- Examination and Debate Certificates for Application into International Universities
- Questionnaires for Employees of an Organization
- Notice of Attendance Majlis Sulh (Syariah Court)
- Judgment for Divorce (Syariah Court)
- Court Order for Hadhanah (Syariah Court)
- Divorce Decrees (Malaysia High Court)
- Import License issued by the Ministry of Health Malaysia
- Marriage Certificate Issued by Islamic Marriage, Divorce and Reconciliation Department
- Birth Certificates, Change of Name Certificates Issued by the National Registration Department Malaysia
- Letter of Offer for Restructuring of Government Loan issued by the Ministry of Finance Malaysia
- Schedule of Fund Appropriation via Letter of Appointment issued by the Ministry of Finance Malaysia
- Stamp Certificate issued by the Inland Revenue Board
- Certificate of Completion and Compliance (Form F) issued by Boards Architects Malaysia (LAM)
- Strata Title Form 4(K) issued by Land Office
- Strata Title Plan issued by the Department of Survey and Mapping

# PROJECTS (PRO BONO)

- **Name of Project: Application Guidance in respect of Legal Empowerment Fund**  
**Number of words: 566 words**  
**Translation done for Global Human Rights via TWB (Translators Without Borders)**
- **Name of Project: Nature Markets Explainers**  
**Number of words: 3622 words**  
**Translation done for Green Finance Observatory via ProZ Pro Bono**
- **Name of Project: The Internationalist**  
**Number of words: 2183 words**  
**Translation done for Progressive International via ProZ Pro Bono**  
**Link: <https://progressive.international/wire/2024-02-27-monetary-imperialism-in-africa/ms>**
- **Name of Project: Venezuelanalysis**  
**Number of words: 1358 words**  
**Translation done for Progressive International via ProZ Pro Bono**  
**Link: <https://progressive.international/wire/2024-02-18-the-dialectics-of-constituted-and-communal-power-a-conversation-with-ngel-prado/en>**
- **Name of Project: Clinical Toolkit Pocket Guide**
- **Number of words: 1514 words**
- **Translation done for School of Health in Social Science, The University of Edinburgh via ProZ Pro Bono**
- **Name of Project: Educate Yourself Zero Waste**
- **Number of words: 8152 words**
- **Proofreading done for Trash Hero via ProZ Pro Bono**
- **Name of Project: Response templates for chapters working with other organisations**
- **Number of words: 1603 words**
- **Translation done for Trash Hero via ProZ Pro Bono**

# **LARGE PROJECTS - LIFE SCIENCE**

## **(ENG TO MALAY)**

- **Pharmaceutical Flyers**
- **Clinical Trials**
- **Research Trials**
- **Clinical Study (incl. Adverse Event/Reaction)**
- **Questionnaires for Occupational Health Domain**
- **Bone Marrow Sub Study**
- **Drug Research Study**
- **Consult Flyers**
- **Patient Information Sheets**
- **COPD Demand Estimation**
- **Laboratory Chemical Hygiene Training**
- **Instructions For Use**
- **Participant Information Sheet and Consent Form for research study**
- **Health and Care Management**

**End Clients: BAYER, NOVARTIS, NKF, LUMIERE MED,  
DERMA DOCTOR, BEIGENE, LYRA HEALTH,  
NHCS, EPG, FLARE, MICRON, B. BRAUN, HCML**

# **MAJOR PROJECTS**

## **(ACADEMIC PROOFREADING)**

**Thesis Title: Using Public Speaking To Improve Malaysian Students' Confidence Level In Speaking Skill: A Case Study**

**Number of words: 44500 words**

**Proofreading done for Masters thesis, Universiti Sains Malaysia**

**<http://eprints.usm.my/29086/>**

**Thesis Title: Using Ocs Module To Improve Working Adults' Confidence Level In Speaking English: A Case Study In Penang**

**Number of words: 55500 words**

**Proofreading done for PhD thesis, Universiti Sains Malaysia**

**<http://eprints.usm.my/48236/>**

**Thesis Title: The Effectiveness of Mandala Colouring Activity for Reducing Anxiety Level Among University Students**

**Number of words: 7500 words**

**Proofreading done for Masters dissertation, Wawasan Open University**

# **PROJECTS IN LEGAL DOMAIN (ENG TO MALAY)**

## **LEGAL CONTENT FOR PAYPAL**

**Translation Process: Legal documents like the User Agreement and all related policies define the exact framework in which users will perform their activities, both as buyers or merchants.**

## **DATA PRIVACY INFORMATION**

**Translation Process: Translation of texts concerning data privacy law according to GDPR**

## **LEGAL TERMS AGREEMENT**

**Translation Process: Translation of Terms Agreement referenced in the Form Underwriting Agreement**

## **OTHER LEGAL CONTENTS**

- 1. Summary of Court Proceeding**
- 2. Judgment Orders**
- 3. Other Legal Documents**

# **LARGE PROJECTS (ENG TO MALAY)**

## **LOCALIZATION/UI/UX/ANROID/IOS**

**Translation Process:** The project includes three separate components - a set of RESX files (most of the UI is included here), a Database file (content from different tables), and a ReportStrings file (content from various Reports modules, mostly the name of the reports and their descriptions)

**END CLIENTS: CERIDIAN, DAYFORCE, VINFAST, SAUDIVISA, MINISTRY OF HAJJ AND UMRAH ( UAE), DARWINBOX, PAYPAL, PINTEREST, ADOBE, CANVA, TIKTOK, DROPBOX, BOLT, HOPP**

## **TRANSLATION OF VISUAL EXAMINATION CATALOGUE**

**Translation Process:** The visual Examination Catalogue for the purpose of the examination catalogue is to assess whether the visual appearance is acceptable for use. The criteria for the appearance of the stud are complementary to the requirements of ISO

# **LARGE PROJECTS**

## **(ENG TO MALAY)**

### **MTPE PROJECT**

**Translation Process: The project MTPE High Quality Translation for End-client Amazon**

#### **TRANSLATION OF HUMAN RESOURCE CODE OF CONDUCTS AND TRAINING MATERIALS**

**Translation Process: Employee Handbook for Onboarding Process, Training Materials and Code of Conduct**

#### **TRANSLATION OF PRESS RELEASES**

**Translation Contents: Press statements by Boston Metal, Xsolla, Textron Aviation, National Payments Corporation of India, NielsenIQ, Toshiba Electronic Devices & Storage Corp., Mary Kay, CloudMile, JEONJU CITY, CEMEX, Westrock Coffee Company, TBO.com,**

**END CLIENT: BUSINESS WIRE**

# **PROJECTS IN CREATIVE TRANSLATION (ENG TO MALAY)**

## **CONTENT: FASHION**

**Translation Process: Marketing content for Blumarine  
Spring/Summer 2022 Collection**

## **CONTENT: HOSPITALITY**

**Translation Process: Translation of texts concerning  
promotion and marketing for a hotel in Dublin**

## **CONTENT: AUTOMOTIVE**

**Translation Process: Translation of texts for marketing  
of vehicles namely Tesla, Vinfast, and Kia Motors**

## **CONTENT: BOOKS**

**Texts of some chapters from the book “Song  
Without Words” for an antiquarian**

# LINGUISTICS EXPERIENCE - DOMAINS

MARKETING	BUSINESS	CREATIVE TRANSLATION	WEBSITE LOCALIZATION
SOFTWARE/ USER INTERFACE	E-COMMERCE	MILITARY	CYBER SECURITY
MARITIME	ENVIRONMENT	WILDLIFE	SDS DATABASE
DEFENCE	HUMAN CAPITAL MANAGEMENT	COMPUTER HARDWARE	PUBLIC ADMINISTRATION
AUTOMOTIVE	HUMAN RESOURCE	DATA COLLECTION	ANTI-CORRUPTION POLICY
PHARMACEUTICAL	INDUSTRIAL MACHINERY	BUSINESS CONDUCT	COMPLIANCE & ETHICS
MEDICAL DEVICE/ MEDICAL	HEALTHCARE	CODE OF CONDUCT	DUE DILIGENCE
MEDICAL TREATMENT	SAFETY & HEALTH	DATA PROTECTION	SEARCH ENGINE OPTIMIZATION
MOVIE SYNOPSIS	INSIDER TRADING	AGRICULTURE	EDUCATION / E-LEARNING
BIRTH CERTIFICATES	MARRIAGE CERTIFICATES	HOUSEMANSHIP CERTIFICATES	EXAMINATIONS CERTIFICATES
GOVERNMENT CORRESPONDENCE	TRAINING MANUALS	FLYERS	LAW - PRIVACY POLICY
CONTRACTS	OPERATING MANUALS	COSMETICS	LAW - COURT DECISIONS
JOURNALS	SOP	NEWS AND CURRENT AFFAIRS	LAW - COURT DOCUMENTS
BROCHURES	NOVELS	ENTERTAINMENT	LEGISLATION/ STATUTES/ ACTS
QUESTIONNAIRES	ACADEMIC THESIS	ONLINE PLATFORM	DOCUMENTARY
SURVEY FORMS	DISSERTATIONS	CODE OF ETHICS	INSURANCE
RELIGIOUS TEXTS	FICTIONS	TRAVEL & TOURISM	TRADE SECRETS
LITERARY	ECONOMY	HOSPITALITY	TECHNICAL

# PROJECTS DONE/END-CLIENTS

BOLT & HOPP

HCML

BENTLEY

SINGHEALTH

OPEN AI

CARLSBERG

CESKYFLORBAL

AXA XL

AMAZON

CERIDIAN

CANVA

PINTEREST

DAYFORCE

ADOBE

DROPBOX

TIKTOK

WORKDAY

PAYPAL

DARWINBOX

MOLA TV

SHOPBACK

HERBALIFE

DEEPL

HERSHEYS

LYRA HEALTH

ACRONIS

B. BRAUN

NKF

DERMA DOCTOR

DISLYTE

MYHERITAGE

NOVARTIS

SEA VISION

BUSINESS WIRE

FUNPLUS

WARNER BROS

VINFAST

LINGOKIDS

BEIGENE

HIRERIGHT

SAUDIVISA

NOTHING TECH

MICRON

SONY

MAKITA

DHL

AVERY

MENICON

SK MAGIC

INCOKANT

XBOX

BAYER

VEOLIA

SONOCO

MORNINGSIDE  
US

RALPH LAUREN

MSDS

VINCENT  
MEDICAL

ABBOTT

PARKER

SPACER

TASKVERSE

SEDGWICK

VIVO

KIA

OKTA

VALEO

MC CORMICK

NATURA & CO

HEALY

LOREM IPSUM

WATER JEL

MEDIDATA

SHEER ID

JSR  
CORPORATION

WESTERN  
DIGITAL

HEWLETT  
PACKARD

MICROSOFT

INTEL

JABIL

# FREELANCER AT:

ETHNOLINK

AGODA

LANGUAGE  
is EVERYTHING

GTE LOCALIZE

ANDIAMO  
LANGUAGE SERVICES

ABC  
TRANSLATIONS

SKRIVANEK  
(BALTIC)

RWS ALPHA

ANDOVAR

ATLAS  
TRANSLATIONS

SKRIVANEK  
(POLAND)

MOTHER  
TONGUE

SUNYU  
TRANSPHERE

LINGUA SKILLS  
UK

IQVIA

KNOCKHUNDRED  
TRANSLATION LTD

SEATONGUE

LANGUAGE  
TOP

VERBOLABS

EASY TALK

MEDIQTRANS

LISAN  
INDIA

SAUDISOFT

FLEXO

HOMELAND  
LANGUAGE SERVICES

GEO  
LANGUAGE UK

BORLINER

EC  
INNOVATIONS

MULTITRANS  
MEDIA

DR LOCALIZE

TRANSLATED  
(ITALY)

LOCXPRESS

LIA INTERACTIVE  
ACADEMY

LOTUS  
LOCALIZE

MGM LINGUISTIC  
SOLUTIONS

TRANSLATION  
PARTNERS

TRANSLATION  
VALLEY

TRANSLATORSBASE

BRAAHMAM

LIONBRIDGE

VALLE  
TRANSLATION

BERBA

TRIPLE TRAD  
TRANSLATION

GLOBAL  
TRANSLATORS

GBC SERVICES  
PTE LTD

GO GLOBAL

WORDMINDS

ELITE  
ASIA

JONCKERS

ALPHATRAD

ACCLARO

ALCHEMY

LINGUAL  
CONSULTANCY

Interpreting & Translation  
Linguists Collective  
(LC) Agency

EUROPE  
LOCALIZE

REUTRANS

## CAT TOOLS

SDL Trados

MemoQ

Memsource/Phrase

Smartling

Translation Workspace

ATMS

XTM

Wordfast

Starling

Crowdin

Lokalize

Workbench

Passolo

XBench

## SOFTWARES

Excel

Words

Powerpoint

Winzip

Acrobat

WinRar

Adobe Express

## TRANSLATION AIDS

prpm.dbp.gov.my

dewanejapro11

Kamus Dewan Perdana

Kamus Dewan

Tatabahasa Dewan

Gaya Dewan

Smartsoft

## SERVICES AND RATES

1

0.10 USD PER WORD

DAILY OUTPUT 2.5K  
WORDS

TRANSLATION  
ENGLISH > MALAY

2

0.12 USD PER WORD

DAILY OUTPUT 2K  
WORDS

TRANSLATION  
MALAY > ENGLISH

3

0.05 USD PER WORD

DAILY OUTPUT 3K  
WORDS

EDITING  
ENGLISH > MALAY

4

0.06 USD PER WORD

DAILY OUTPUT 1.5K  
WORDS

EDITING  
MALAY > ENGLISH

5

0.075 USD PER WORD

DAILY OUTPUT 3K  
WORDS

MTPE  
ENGLISH > MALAY

6

0.12 USD PER WORD

WITH  
STAMPING

CERTIFIED TRANSLATION  
ENGLISH > MALAY

7

0.14 USD PER WORD

WITH  
STAMPING

CERTIFIED TRANSLATION  
MALAY > ENGLISH

8

HOURLY RATE  
FROM 35 USD

TRANSCREATION  
HOURLY OUTPUT: AVERAGE 200 WORDS

9

4.50 USD PER MIN  
VIDEO/AUDIO - 30 MINS  
TAT : 1 DAY

TRANSCRIPTION (MALAY)  
(WITHOUT TIMECODE)

10

5.50 USD PER MIN  
VIDEO/AUDIO - 20 MINS  
TAT : 1 DAY

TRANSCRIPTION (MALAY)  
(WITH TIMECODE)

11

35 USD

MIN. CHARGE (< 200W)  
ENGLISH > MALAY

12

35 USD

MIN. CHARGE (< 200W)  
MALAY > ENGLISH

13

35 USD

HOURLY CHARGE - PROOFREADING  
ONLY  
(MAX 1000W PER HOUR)

14

100 USD

COPYWRITING  
500 WORDS