CURRICULUM VITAE
PERSONAL DETAILS

Name: Said Abdi Ahmed
Mobile: +254702236324
D.O.B: 1st January 1989
Email: Saidupdiahmed@gmail.com
Nationality: Somali
Gender: male
Language: English, Swahili, Somali

CAREER SUMMARY

To develop into an outstanding person in my work and uphold professionalism in a competent organization that promotes both corporate and personal growth.
Major strength

- Ability to put in long hours with maximum supervision
- High personal integrity able to create relation and trust in all high articulate.
- Hardworking, responsible, teamwork, diligent, cooperative, dynamic, and honest young man with strong interpersonal skills with the ability to maintain a high level of confidentiality and able to interact with people of different backgrounds.

ACADEMIC BACKGROUND & QUALIFICATIONS

January 2015- December 2016: Advanced Diploma at Computer Society of Kenya (CSK)
September 2020- September 2020: Media Training Film Aid International Kenya Certificate
March 2016- December 2019: Kenya Certificate of Secondary Education (KCSE) at Al-Azar Secondary School
January 2008- November 2015: Kenya Certificate of Primary Education (KCPE) at Midnimo Primary School.

WORKING EXPERIENCE

March 2020 to date: Project manager at Dadaab Collective Freelancing Agency
Role and responsibilities

- Built relationships with the client team to quickly understand requirements and business objectives. Advised client stakeholders at their request on key resource changes to jumpstart project pace and ensure timely completion.
- Managed offshore development teams. Mentored and coached internal and client teams to achieve project targets.
- Trained and supervised users on the usage of SDL Trados & Memo Q for successful work.
- Worked with project assistant in inventory collection of the equipment.
- Standardized, simplified, rationalized, and organized project reporting to improve execution.

- Identify and define project requirements such as computers, internet connection & as well conduct preventive maintenance of this equipment, scope and objectives
- Earned discretionary bonus for work accomplished on challenged projects.
- Performed consultant reviews and provided client feedback on performance.

Jan 2020- 02 April 2020: Somali Translator Online at M-Shule

Role and responsibilities

- Performed various translation and interpretation duties from Somali into English, including written texts, localization, internationalization, audio files, and live speaking presentations online.
- Arranged concurrent translation during corporate meetings to allow English audience members to take part in Somali-language events.
- Translated text projects, including Medical documents, legal documents, website content, news articles, and corporate reports.
- Upheld strict confidentiality policy when translating personal and other materials.
- Provided interpretation and transcription services as needed by corporate clients.

June 2021- To Seb 2021: Medical Interpreter online at Boost lingo Company In USA

Roles and responsibilities

- Worked with families to understand concerns and answer questions relevant to medical procedures.
- Provided cultural information to healthcare providers in order to ensure appropriate provision of health services.
- Translate procedural information to facilitate understanding between doctors and patients
- Ensured that correct concept and context is provided by ensuring that no omissions or additions are evident.
- Streamlined patient and provider interaction by providing a channel of effective communication.
- Positive impact on quality of care and quality of patient outcomes.

Dec 2022- To date at Up work Online platform and working as a online Freelancer

Roles and responsibilities

- Work as an online freelance Voice-Over, Proofreader, Translator and Transcriber. I have been doing Somali Translation/ Interpretation for the last 6 + years .
- I do on site Interpretation, Video Remote Interpretation (VRI), and Over Phone Interpretation (OPI) through different companies and platforms like Multilingual Interpreters and Translators, Boost lingo, Language Link, and Homeland Language Service.
- Discussed projects and completed assignments by utilizing Upwork message platform, email and telephone communication.
- Utilized exceptional writing skills, editing skills and proofreading skills to produce engaging and error free content.
- Prepared proposals

February 2023- March 2023 at United Nations Higher Commission for Refugees (UNHCR)

Senior Somali Translator/Interpreter-focusing on migration and forced displacement initiatives Somali Interpreter | United Nations High Commissioner for Refugees

Roles and responsibilities

- Translating Somali language to English and vice-versa for refugees and asylum seekers during Bio-metric Identity Management System (BIMS) exercise in Ifo 1.
- Calling clients for lineup.
- Offering assistance on finger printing process e.g elderly people.
- Translating English documents into Somali.

Specialties and skills

- Medical Translator
- Digital Marketing
- Information Technology
- Proofreading
- Male voice over artist
- Video editor
- Photography
- Photo Editing

When undertaking assignments I employ the following software:

- SDL Trados
- Memo Q
- Microsoft Office Suite

REFEREES

NAME	POSITION	TELEPHONE	EMAIL
Wadi Aden Hussein	**Centre supervisor NRC**	**+254712135319**	**wadiadenhussein@gmail.com**
Ahmed Sanbuur	**Principal Al-Azar High school**	**+254708113328**	**ahmedsanbuur@gmail.com**
Hassan Aden Issack	**Project Manager at Dadaab collective agency**	**+254717385543**	**Hassanpolite0717@gmail.com**