

OVERVIEW

32 years old lady, self-motivated and hard working with leadership skill and an effective communicator at all levels within an organization.

Personal information and contact details	Telephone: +27791662500 E-Mail: nataly.matta@gmail.com Date of birth: 1 January 1984 Nationality: Syrian Address: Melkbosstrand, Cape Town, South Africa Health: Excellent Languages: Arabic: Excellent (Mother Tongue) English: Very good (Home Language)
Education Qualifications	<ul style="list-style-type: none"> - 4 years University English Literature Degree. - Sworn Translation Certificate from High Court South Africa- Cape Town
Personal Profile	<p><u>Experience</u></p> <ul style="list-style-type: none"> -7 Years English-Arabic/Arabic-English translator, proof reading, and delegation interpreter. -Member of the South African Translators Institute (SATI). -Over 3 years purchasing administration including commercial correspondence and payment order track for local and overseas suppliers. Handling the calls and communications. -8 Years teaching and principle assisting in local schools and institutes plus private lessons as Arabic teacher as a second languages for non-Arabic speakers. <p><u>Personal Strengths</u></p> <ul style="list-style-type: none"> -Good human relation skills based on honesty, integrity and use of initiative, can work as part of a team, including managing and motivating other staff to achieve company goals and objectives. -Good at dealing with people. -Good problem solving and analytical skills. -Computer literate.
Social Activities	<ul style="list-style-type: none"> -Member of West Cost Women Parliament charity group that support abused women and children. -Committee member inter-religion international community including the position of leader and organizer for the Syrian group.
Computer Skills	Proficient in MS Office MS Office 97/2000/XP/2003 Microsoft Outlook 98, Outlook XP/2003, Excel

<p><u>EMPLOYMENT HISTORY</u> <u>March 2011 - Current</u></p>	<p><u>Freelancer Translator, proof reader, delegation interpreter</u></p> <ul style="list-style-type: none"> • Since March 2015: Translating + proofreading+ revision+ onsite revision for Nandos' food labels for the Middle East branches • 28-29 August 2012: Delegation interpreter at Cape Town Parliament. • Regular Basis: Freelancer translator with Kwintessential (Africa). • March 2012- November 2012: Translation and Proof reading For Almarai Diary (Saudi Arabia Company) website. • Regular Basis :Freelancer translator with • D Millenium Multi Events
<p><u>May 2007- February 2011</u></p>	<p><u>National Sugar Company (Sugar Refinery Syria)</u> Position: Purchasing Administrator</p> <ul style="list-style-type: none"> • Maintaining Purchasing filing system • Handling income and outcome calls and communications with local and overseas customers and clients. • Translation of all administration documents and providing Arabic language assistance for the foreigner managers. • Maintaining Purchasing Administration work. • Working on Excel sheet, Microsoft Word, PDF, and Outlook for the Purchasing Department. • Generating and distributing weekly order status/commitment reports to customers • Compiling order age analysis to assist buyer in expediting orders. • Under direction of the purchasing manager carry out monthly order master clean up to ensure integrity of order status/commitments reporting. • Following up invoices from suppliers for goods received to assist Accounts Dept in controlling GNR suspense account. • Preparing and submitting order prepayments to accounts. • Assisting Accounts Dept to reconcile prepayments to accounts. • Compiling and distributing monthly purchasing statistics • Assist with local purchasing as back up to buyers

	as and when required.
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October 2007 - May 2009	<p><u>Al-Shereef Center for languages</u> Homs - Syria</p> <p>Position: Part Time English Teacher and principle's administration assistance.</p> <ul style="list-style-type: none"> • Maintaining the institute administration system. • Checking the accuracy of the institute filling system in regular basis. • Teaching English: writing, reading, and speaking for Grades R, 1, 2, 5 and 6. • Teaching English at progressive levels. • Supporting students with extra individual lessons. • Preparing, conducting and marking student examinations.
September 2003 - May 2011	<p><u>Private Classes</u> Homs – Syria</p> <p>Position: Private English Teacher</p> <ul style="list-style-type: none"> • Teaching English: writing, reading, and speaking for Grade R, 1, 5 and 6 students. • Teaching Arabic for non-Arabic speakers: beginners and medium levels.
August 2005 - August 2007	<p><u>Linguaphone (The British language institute worldwide)</u> Homs - Syria</p> <p>Position: Secretary - Marketing</p> <p>Typing contracts in both English and Arabic</p> <ul style="list-style-type: none"> • Correspondence (handling incoming and outgoing) • Using internet programs. • Maintaining the communication system. • Maintaining the administration schedule.

