

OVERVIEW

33 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"> - Over 7 Years English-Arabic/Arabic-English translator, proof reading, editing, and delegation interpreter. - Almost 2 Years Sworn Translator in the High Court of South Africa, Western Cape Division. -Member of the South African Translators Institute (SATI). -Over 3 years as translator and 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. - Professionalism. - Commitment to delaine. -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
<u>EMPLOYMENT HISTORY</u> <u>September 2016- September 2017</u>	Arabic Language Specialist: The Training Room Online. www.ttro.com/ - Proofreading - QA - Localization - ID - Voice over extract -Voice over recording -Voice over syncing - End user test - Project meetings - Direct communication with VIP clients - Direct communication with vendors - Managing minor translation projects - Interpretation - Commercial communications - Resources searching
<u>March 2011 - Current</u>	Freelancer Translator, proof reader, delegation Interpreter: <ul style="list-style-type: none"> • Since March 2015: Translating , proofreading, localization, website setting editing, 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: -Folio Translations. www.folio-online.co.za/ -_Bohle Conference and Language Services. www.bohleonline.com/ - School of Languages : www.languages-and-translations.co.za • Kwintessential (Africa). www.kwintessential.co.uk/ - D Millenium Multi Events. www.dmme.co.za/ And many other companies and institution • March 2012- November 2012: translation, editing, and proof reading For Almarai Diary (Saudi Arabia Company) website. • Regular Basis :Freelancer translator with D Millenium Multi Events

<u>May 2007- February 2011</u>	<u>National Sugar Company (Sugar Refinery Syria)</u> Position: Translator and Purchasing Administrator <ul style="list-style-type: none">• Translation of all administration documents and providing Arabic language assistance for the foreigner managers.• Maintaining Purchasing filing system• Handling income and outcome calls and communications with local and overseas customers and clients, locally and overseas. • 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.

<p>October 2007 - May 2009</p>	<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"> • 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. • Maintaining the institute administration system. • Checking the accuracy of the institute filling system in regular basis.
<p>September 2003 - May 2011</p>	<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.
<p>August 2005 - August 2007</p>	<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.