

# NUR FARAH ATHIRAH BINTI MUHAMAD ILHAM

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Pinggiran Bukit Jalil, Taman Impian Indah, Bukit Jalil | +60 18 250 3820 | faarahathirah.work@gmail.com

## MALAY TRANSCRIBER PROFESSIONAL SUMMARY

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A Malay Transcriber with 6 months experience.

- Contract Employee for Lionbridge Technologies.
- Achievement: Tasks exempted from QC.
- Proficient in using Google Loft.
- Meticulous to detail.

## EDUCATION

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### LLB (Bachelor of Laws)

September 2017 – Present

International Islamic University Malaysia (IIUM), Gombak, Selangor, Malaysia.

Current CGPA 3.55.

### Foundation in Law

June 2016 – May 2017

Centre for Foundation Studies, International Islamic University Malaysia (IIUM), Petaling Jaya, Selangor, Malaysia.

Graduated with 3.83 CGPA.

### Sijil Pelajaran Malaysia (SPM)

January 2011 – December 2015

Sekolah Menengah Kebangsaan Seksyen 1 Bandar Kinrara, Puchong, Selangor, Malaysia.

Graduated with 9As 1B.

## SKILLS

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**Skill 1:** Careful personality with attention to detail.

**Skill 2:** Presentation skills. Semifinalist for Tun Suffian International Human Rights Law Moot Court Competition 2019, Speaker of Symposium on Information and Communication Technology for Sustainability 2019.

**Skill 3:** Time management skills. Dean student for 4 semesters.

**Technical skills:** Typing speed of 55 WPM, fluent in Bahasa Melayu & English.

**Technology skills:** Microsoft office suite, Research skills (e.g BOOLEAN), Google Loft.

**Transferable skills:** Communication skills, time management skills, social skills, multitasking.

## **WORK EXPERIENCE**

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**Malay Transcriber, Lionbridge Technologies, Remote Contractor.**

June 2020 – December 2020

- Transcribed 6 30-minute Malay audios in one week with a typing speed of 55 WPM with no typing error.
- Managed to shorten the contract period from 8 months to 6 months by completing 3 times number of targeted tasks every week (from 2 tasks to 6 tasks).
- All tasks exempted from QC.

**Internship in Legal firm, Messrs Kelvin Wong, Phang & Associates, Setiawalk, Puchong, Selangor, Malaysia.**

July 2020 – September 2020

- Paid for 6 weeks performance.

**Researcher, Zoo For People, Bangsar, Kuala Lumpur, Malaysia.**

June 2017 – June 2020

- Researched on YouTube SEO. Gained 100 new subscribers in one week.
- Researched on Blog posts SEO. Received 3% higher interactions from visitors.

**Presenter, M&J Agriculture, Bangsar, Kuala Lumpur, Malaysia.**

June 2019 – September 2019

- Presented on Sarawak Black Pepper to investors and managed to close 2 deals within one week for the sum of RM 75,000.

**AI Voice Recordings, Gengo Inc., Remote Contractor.**

June 2019 – June 2019

- Voice recorded English texts and received \$15 bonus for completing the tasks earlier than the deadline.