

Nouf Alassaf

PROFESSIONAL SUMMARY

A highly motivated individual with a strong proficiency in the English language, I am enthusiastic about leveraging my passion for effective communication and my academic background. I hold a first-class honors degree in English Language from the University of Hail. Recently, I successfully obtained a master's degree in Translation from Queen's University Belfast. I am excited to apply my newfound knowledge and skills in the next phase of my career.

EDUCATION

09/2022 - 09/2023

Queen's University Belfast

United Kingdom, Belfast (On-campus)

Master of Arts: **Translation** - Merit

11/2022 - 11/2022

OCN

United Kingdom, Belfast (On-campus)

Short Course: **Level 4 Community interpreting**

02/2017 - 06/2021

University of Hail

Kingdom of Saudi Arabia, Hail (On-campus)

Bachelor of Arts: **English Language** - First Class Honors

WORK HISTORY

Jadide Trading Group Co. - HR

Hail, Kingdom of Saudi Arabia

At Jadide Trading Group Co., I served as the HR Manager for a quarter of a year. In this capacity, I held a key role in overseeing and managing our dedicated workforce. My responsibilities included managing employee salaries, promotions, and ensuring the smooth flow of HR processes.

Sixth Primary School - English Teacher | Volunteer Contributor

Hail, Kingdom of Saudi Arabia

I possess a genuine passion for imparting knowledge in the English language, coupled with a deep affection for children. This commitment led me to actively engage in volunteer work at the Sixth Primary School in Hail for approximately half a year. Recognizing a deficiency in the teaching staff, I wholeheartedly dedicated my time to address this need. During my tenure, I undertook the responsibility of instructing English across all grade levels, from the first to the sixth grade. This experience not only allowed me to contribute to the educational

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SKILLS

- **Microsoft Office Proficient:**

- Word

- Excel

- PowerPoint

- Teams

- **Graphic Design and Photoshop:**

- Proficient in graphic design with advanced skills in Adobe Photoshop.

- **Time Management:**

- Demonstrated ability to effectively manage time and prioritize tasks to meet deadlines.

- **Collaboration Skill:**

- Adept at fostering effective teamwork and communication, facilitating seamless collaboration.

- **Organizing and Prioritizing**

- Skills:** Demonstrated proficiency in efficiently organizing tasks and prioritizing responsibilities, ensuring optimal workflow management and successful task completion.

- **Ability to Work Under Pressure:**

- Adept at maintaining composure and delivering high-quality work in high-pressure situations.

- **Flexibility:** Accustomed to monthly variations in job hours, comfortable accommodating evolving timeframes while maintaining productivity and quality of work.

- **Leadership:**

- Strong leadership skills demonstrated in both independent and team-based projects.

- **Communication:**

- Demonstrate strong verbal and written communication skills with the ability to express ideas clearly

development of students but also afforded me the opportunity to cultivate effective pedagogical strategies. Overall, my involvement at the Sixth Primary School was a profoundly enriching experience.

Jadide Trading Group Co. - Sales Representative

Hail, Kingdom of Saudi Arabia

At Jadide Trading Group Co., I successfully served as a Sales Representative for a period of four years. During this tenure, I achieved notable success in boosting sales and expanding the customer base. By building strong relationships with clients and understanding their needs, I contributed effectively to the company's objectives.

LANGUAGES

English

Advanced
(IELTS Certificate, 2022)

Turkish

Upper intermediate

French

Elementary

TRAINING COURSES

Microsoft Excel Training Course

- Date: 15th November 2023
- Duration: 12 hours
- Institute: High Digital Education Institute

Effective Utilization of Research Tools: Surveys, Observations, Interviews

- Date: 1st November 2022
- Duration: 3 hours
- Institute: Almobdloon Center for Studies, Consultations, and Training at King Abdulaziz University

Administrative Report Writing and File Archiving Course

- Date: 3rd to 4th February 2021
- Duration: 10 hours
- Institute: The Distinguished Elite Center for Training

Administrative Assistant and Team Building

- Date: 6th to 7th February 2021
- Duration: 10 hours
- Institute: The Distinguished Elite Center for Training

Human Resource Management

- Date: 13th to 17th February 2021
- Duration: 25 hours
- Institute: The Distinguished Elite Center for Training

and concisely across various mediums.

- **Work Ethic:**

Consistently exhibits a strong work ethic and dedication to achieving goals.

- **CAT Tools (Trados):**

Proficient in the use of Trados for efficient and accurate computer-aided translation.

- **Subtitling:**

Proficient in subtitling using the program Subtitle Edit.

- **Public Speaking:** Proficient in delivering engaging and effective presentations to diverse audiences, with a demonstrated ability to convey ideas clearly and persuasively in various settings, including conferences, seminars, and meetings.

PERSONAL DETAILS

Date of Birth / Age: 18/12/1999

Nationality: Saudi

Marital Status: Single

REFERENCE INFORMATION

References Available Upon Request