Rozaini Mohamed Razali

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Personal Information		Education	
Date of birth	: November 11, 1972	**Bachelor's Degree :**	Engineering Electrical Electronic)
Marital Status	: Married		
Gender	: Female	University :	Widener University, Pennsylvania, United States
Nationality	: Malaysian		
Native Language	: Malay (B. Melayu)	Graduation Date:	Dec 1995

<table>
<tr><td colspan="2" align="center">WORK EXPERIENCES</td></tr>
<tr><td colspan="2" align="center">>20 YEARS WORK EXPERIENCES IN LINGUISTIC FIELD: ENGLISH < > MALAY</td></tr>
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Technical / Engineering
1. Document Control
   Manual /Procedures /Work Instructions/ Engineering Specifications / Engineering drawings.
2. Calibration
3. Quality Control
4. Internal audit
5. Plating
6. Stamping
7. Preventive Maintenance
8. Process Change Report
9. Technical Report – 8D, Product Qualification and Approval Reports (PPAP &APQP)

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Marketing
1. Sales and Customer Service procedures.
2. Customer complaint process
3. Customer satisfaction
4. Purchasing
5. Supplier control
6. Supplier audit
7. Supplier rating

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Quality Improvement Plans Report
   a. Stamping
   b. Plating
   c. Quality Control
   d. Quality Assurances

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Science
1. Laboratory Manual and Work Instructions
2. Poisons management
3. Failure Analysis – SEM/EDX /Auger / TOFSIMS/ FTIR

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Training Manuals
   a. Standard training procedure
   b. Certification procedure

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Environment
1. ISO14001 standard
2. Water Treatment Plant

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SERVICES AND RATES

	Currency	USD per source word
Translation (EN>MS), *Daily output: 500 words*	USD 0.06 per source word	
Editing (EN>MS), *Daily output: 1,000 words*	USD 0.03 per source word	
Proofread (EN>MS), *Daily output: 5,000 words*	USD 0.03 per source word	
Hourly charge	USD 20.00 per hour	
Min. charge (<200w)	USD 15	

CAT TOOLS: SDL Trados Studio 2015, MemSource, Smartling, CGS Tool, GTool, GTT, SmartCat&Matecat

OTHER SKILLS: MS Word 2016, MS Excel 2016, MS Powerpoint 2016, Adobe, Winzip

JOB SUBMISSION: EMAIL

PAYMENT METHOD: Wire Transfer, Cheque