



# NADIA SAYAH

## INTERPRETER

(Korean, English, French & Arabic)


## Skills

Interpreting Competence 

Linguistic Competence 

Meeting Minutes Taker 

Documentation Management 

Ability to communicate effectively. 

### SOFTWARE

MS Office  
(Word, Excel, PowerPoint, Outlook)

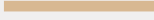
### CERTIFICATION

#### Korean Language Level 1 Certificate

Management Business International Institute

### LANGUAGE

KOREAN 

ENGLISH 

FRENCH 

ARABIC 

### INTEREST

Foreign Languages.

Travel.

Volunteering.

Team Sports.

### REFERENCES

JONGCHUL KIM

Senior Manager

#### Hyundai Motor Company

12 Heolleung-ro, Seocho-gu, Seoul, Korea  
06797

+82-10-9349-0677 / ksw8410@hyundai.com.

Mokhtar NAILI

General Manager

#### Global Motors Industries

Hyundai Truck & Bus Assembly Plant.

Zone Industrielle Kechida.

05040 Batna \_ Algeria

+213 (0) 560 98 98 89 /

mokhtar.naili@gmindustries-dz.com.

Gifted Interpreter with aptitude for conveying emotion, style and content of Korean language speakers. Bringing in-depth knowledge of cultural context and idiosyncrasies. Proven ability to provide translations quickly and accurately developed over 2 years of experience.

## WORK EXPERIENCE

### INTERPRETER & PROJECT COORDINATOR: HYUNDAI CKD PROJECT

GLOBAL MOTORS INDUSTRIES HYUNDAI BUS & TRUCKS (Aug 2018 - June 2020).

- CKD Projects Weekly Meetings Organization (Algerian Partner & Korean Partners HYUNDAI MOTORS CORPORATION HMC).
- CKD project construction site Daily visit.
- Meeting Minutes Taker.
- HYUNDAI CKD Project Documents translation.
- HYUNDAI Bus & Trucks CKD Training & Education Plan (Daily training for 2 months)

### INTERPRETER & PROJECT COORDINATOR: KIA CKD PROJECT

GLOVIZ (Oct 2018 – June 2020).

- CKD Projects Weekly Meetings Organization.
- CKD project construction site Daily visit.
- Meeting Minutes Taker.

### GENERAL MANAGER PERSONAL ASSISTANT & INTERPRETER

GLOVIZ- DKD (Disassembly Knock Down) Factory of KIA Passenger Cars (Apr 2018 – June 2020).

- Interpreting (Korean-French/English).
- Organize Factory's Daily Audit & KMC Audits.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Organized and updated Meetings schedules for more than 7 executives (Production, Logistics, Delivery, Finance, IT, HR, HSE).

## PROJECTS

Algeria DKD (Disassembly Knock Down) Project for KIA Passenger Cars (Apr 2018- June 2020).

Interpreter & General Manager Personal Assistant.

Algeria CKD (Complete Knock Down) Project for HYUNDAI Bus & Trucks (Aug 2018-June 2020).

Interpreter & Project Coordinator.

Algeria CKD (Complete Knock Down) Project for KIA Passenger Cars (Oct 2018 – May 2019).

Interpreter & Project Coordinator.

## EDUCATION

Korean Language Level 1 (Nov 2015 - May 2016).

Management Business International Institute

Master Degree in Microbial Ecology (Oct 2009 – Jun 2011).

Ferhat Abbas University - Setif / Algeria

Bachelor Degree in Microbiology (Oct 2006 – Jun 2009).

Ferhat Abbas University -Setif / Algeria

High School Diploma (Sep 2005 – Jun 2006).

Mohamed Baitich High School – Setif /Algeria