

**Ali Pourakaberian**  
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**Personal Profile:** Educated, experienced and professional of English Language and Travel & tourism with very strong interpersonal and organisational Skills, extensive administrative and software experience over 15 years, I've had participated in many language and tourism events such as seminars and professional workshop.

**Education:** Educated and have BA certificate in translation of English.  
BTEC National Certificate in Travel and Tourism.(2A Level)  
ECDL qualification from Leeds College of Technology.  
NCFE Level 1 Certificate in Travel  
NVQ advisory level2  
SIA Door Supervisory  
Intermediate piano forte from Leeds College of Music

**Skills:** **ECDL in UK**

**IT skills:** Have ECDL qualification from Leeds College of Techonology  
OCR Level1in file management and e-document production create spreadsheet and graphs and Key Skills in Communication.  
OCR Level 2-Key Skills in Information and Communication Technology, solving problem and improving own learning and performance.  
My other ability and skills in computer are as follows:

- Word Processing
- Spread Sheets (Excel)
- Visual Software (PowerPoint, Movie Software)
- Database - creating and monitoring (Access)
- Surfing on the internet
- Work with sabre system

**General skills:** Interpreting & translation, tour guide, advertisement of tourism and Administrative  
**Full and clear UK driving license.**

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|-----------|--|
| June 2017 | Working as freelance Interpreter in all levels i.e. Medical, Social, Housing, Legal,etc for Leeds City Council.  |
| Aug 2014  | Working as a permanent TUPE Security Officer from Compass Group to Mitie Security Company and working in National Grid & Northern Gas Network at Thrope Park in Leeds.   |
| Nov 2011  | Worked full time as a Security Officer for Securitas company <a href="http://www.securitas.com/UK">www.securitas.com/UK</a> at different department such as retail business, medical and educational sites and events all around West Yorkshire. |
| Dec 2009  | Worked for Royal Mail Group at Royal Mail Centre in Leeds. I've worked at different indoor sorting department like sorting parcel or letter.   |
| Sep 2008  | <b>Caseworker in UK</b>  |

Worked as volunteer advisor in Citizen Advice Bureau (CAB). I've also passed a case worker training course and worked with "The Royal British Legion" as a volunteer. It was related to army members who has been died, disabled or prison of war (POW) during their service.

June 2007–17

#### **Translator and Interpreter in UK**

Worked as telephone and face-to-face interpreter and translator for some legal and language companies in UK such as Tier 1 interpreter for Applied Language Solution (ALS) on Ministry of Justice(MOJ) framework, Translator for [Xerox](#) on Vmware secure portal, [Thebigword](#) on Language Director software, [Language Empier](#), Atlas Translation, [Global KeyTranslation](#), , Paragon Law legal Office, Refugee council, etc with more than 15 years experience as freelance translator and Interpreter for asylum seekers and refugees in terms of Medical, Political, Housing, religious, Job Centre, etc. I've also worked on behaviour addiction project for **Hamrah.co** website and did some jobs in education project for Persian/Farsi speakers children like little learner <http://www.littlelearner.eu/admissions.htm>

June 2005–July 2005

#### **Governmental Mission to different countries**

- Mission to Japan for participate in short course "Development of Tourism"
- Study about Japan's history, environment and economic impact by tourism....
- Visit Japan's Thermal springs, spas, hotels, market, Disneyland, traditional restaurants etc....
- Prepare a proposal for a common project

Jan 2001– Sep 2001

#### **Expert of Marketing, Advertisement & International Affairs Bureau**

List of duties and brief description:

- Office administrator
- Providing marketing and advertising materials such as CD, brochure, leaflet, making business cards, etc
- Compiling data, organizing filing system
- Responsible for film, photography and DVD publicity

#### **Other Interests**

- Many Sports including football and basketball (playing and watching).
- I enjoy listening radio, playing music with good taste and watching TV News.

#### **References**

These are freely available upon request