



# MOHAMMAD JUNDI

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## PERSONAL PROFILE

I am an experienced translator and project manager based in Istanbul who is looking for a full-time job in order to enhance my skills and gain more experience.

## PROFESSIONAL EXPERIENCE

### Interpreter | Freelance | Istanbul, Turkey

*May 2018 - present*

- Prepare clear and accurate translation of written materials
- Provide simultaneous or consecutive interpretation services to clients
- Review relevant material and research industry-specific terminology
- Relay information in a correct and concise manner, do not add or change information; ensure that translated texts convey original meaning and tone
- Convert text and/or audio recordings from one language to one or more others
- Maintain excellent communication to provide superior service to clients
- Complete tasks within allotted time frame

### International Patients Coordinator |

### Mediprima | Istanbul, Turkey

*March 2017-April 2018*

- Managed social media accounts and oversaw digital advertising for medical tourism agency providing services to international patients
- Instituted proposals and offers for new and returning clients
- Ensured that all necessary medications were accessible to patients after treatment
- Requested quotation from various vendors
- Scheduled medical appointments, travel and accommodation for clients to ensure a comfortable experience
- Assisted and provided interpretation services for patients
- Translated complex texts containing scientific and medical terminology
- Followed up with patients upon return home
- Supervised financial operations and prepared necessary invoices and receipts to clients
- Facilitated payments to partner companies and organized invoices
- Accurately translated reports and texts in electronic and hardcopy formats
- Ensured and maintained excellent overall client experience

## SKILLS + ATTRIBUTES

- Project management
- Fast learner
- Interpersonal; ability to relate to and work with diverse groups
- Team player, reliable, adaptable
- Hard working, motivated, dedicated
- **Multilingual:** advanced verbal and written communication in **English, Arabic** and **Turkish**
- Ability to "wear many hats," multitask and easily switch between projects

## PROFESSIONAL EXPERIENCE CONTINUED

### **Marketing Supervisor | Tesker for Health | Istanbul, Turkey**

*March 2016- February 2017*

- Managed social media and digital marketing for medical tourism agency working to establish a collaborative network of prestigious healthcare institutions and medical staff in Turkey
- Oversaw quotes and proposals for new applicants
- Processed applications online daily
- Contacted and negotiated with affiliate hospitals and clinics
- Requested price quotation from various vendors
- Compiled and compared data for various health related services
- Welcomed patients and escorted them to medical facility
- Assisted and provided interpretation services for patients
- Executed quarterly, monthly and weekly reports about applications statuses and statistics
- Oversaw patient status during the post-treatment period
- Prepared invoices and facilitated payments

## **EDUCATION**

### **Damascus University | Damascus, Syria Faculty of Business and Management**

B.A. in Business Administration

*Graduated 2012*

### **Abdul Hamid al-Zaharawi High School**

Homs, Syria

*Graduated 2008*

### **Administrative Assistant | Al Zubi Co. | Amman, Jordan**

*2012 - 2013*

- Performed daily office duties and archived administrative documents for import/export company
- Coordinated schedules for international sales, local marketing and delivery drivers
- Ensured validity of first aid kit, fire extinguishers or other safety equipment
- Prepared monthly reports related to material sale status
- Prepared weekly reports related to local order status
- Submitted maintenance requests, and facilitated regular building checks

### **Branch Manager | Smart Mart Hypermarket | Homs, Syria**

*2009 - 2011*

- Oversaw day-to-day operations of department store offering wide range of products including grocery and general merchandise
- Communicated with sanitation staff, scheduled maintenance requests, regular building check-ups
- Oversaw transportation schedule; followed-up to ensure plan was well executed
- Successfully reduced costs of supplies and services
- Monitored cash-flow; supervised monetary collections from cashiers and secured assets in the main safe
- Oversaw financial operations including utility bills, delivery vouchers, supplier receipts and transfer invoices
- Resolved problems as they occurred with customers and/or employees
- Prepared weekly campaigns in coordination with other market managers and teams
- Facilitated payments to suppliers and organized necessary invoices

## OTHER SKILLS

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- **Arabic**
  - Native Speaker
- **English**
  - Advanced written, oral and comprehension
- **Turkish**
  - Upper-intermediate written, oral, advanced comprehension
- **Technical:** advanced proficiency in the following:
  - Microsoft Office Suite (Excel, Word, Powerpoint)
  - Google AdWords
  - Instagram ads
  - Facebook ads
  - Al-Amin

## VOLUNTEER + OTHER ACTIVITIES

### **Co-Founder, Corners Project:**

*Corners is an Interior design project that studies an individual mindset to provide the client with an escape place from life pressure to be more productive in everyday life.*

### **Volunteer, Promosaik Organization**

*Istanbul, Turkey 2016- 2018*

### **Volunteer, Omnyati Association**

*Amman, Jordan 2012- 2013*

### **Volunteer, Syrian Arab Red Crescent**

*Homs, Syria 2008-2010*

## PROFESSIONAL DEVELOPMENT

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- **Techniques of E-marking** at International Medical Corps *Istanbul, January 2017*
- **Digital Tools and Social Media** at International Medical Corps, *Istanbul, January 2017*
- **Psychology of Success** at Derin Academy, *Istanbul November 2016*
- **Masters of Communication** at Derin Academy, *Istanbul, August 2016*
- **Business Experience** at SHABAB Project, *Homs, Syria, 2009*
- **Business Awareness** at SHABAB Project, *Homs, Syria, 2009*

## REFERENCES

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**Ms. Şen Günersel**, Business Development Manager at **Tekser for Health**

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**Ms.Dara Aldandashi**: Human Resources Officer at **Ihsan for Relief and Development**

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