AREAS OF EXPERTISE

*Educational*

*Documents*

*………………………………………………*

*Legal Documents and Press Release*

*……………………………………………….*

*Research and*

*Surveys*

*………………………………………………..*

*Business and*

*Economic*

*………………………………………………..*

*Website Materials*

*…………………………………………………*

*Reports and*

*Other correspondence*

*………………………………………………..*

*Marketing and*

*Advertising*

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ACADEMIC QUALIFICATIONS

**Bachelor in Business Administration**

Ongoing, 7th Semester

Average Scores attained: 96%

KARWAN UNIVERSITY

Anbia Zhman

**Anbia Zhman**

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[Anbia\_zhman@yahoo.com](mailto:Anbia_zhman@yahoo.com)

Translator—English to Pashto/Dari

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

***SAYARA STRATEGIES***

PASHTO TRANSLATOR 29th Jan 2017 - Present

***Duties****:*

* Translating different reports, qualitative and quantitative research and surveys, questionnaires, focus groups, articles, case studies and advertising materials from English to Pashto and vice-versa.
* Translating monthly social media products from English into Pashto; related to different projects implemented by the European Union and its agencies/implementing partners including Conseil Sante Sa, UN-Habitat, UNHCR, HealthNet, MADERA, Dutch Committee for Afghanistan (DCA), Norwegian Refugee Council (NRC), Agency for Technical Cooperation and Development (ACTED), International Medical Corps (IMC), People In Need (PIN), Afghanaid, International Solidarities, Kabul Orthopedic Organization (KOO) and Afghanistan National Horticulture Development Organization (ANHDO)
* Translating Provincial Media Backgrounds, billboard messages and other related documents from Pashto into English—Tetra Tech—Communication and Public Engagement- USAID Project.
* Translating Radio and TV spots—The EU Communication and Awareness Campaign from English into Pashto and vice-versa.
* Transcribing videos and audios from Pashto/Dari into English.
* Have close cooperation with Sayara Research, the sister company of Sayara Strategies, in translation of documents.

***Afghania Translation Services Co.***

FREELANCE TRANSLATOR 15th Jun 2016 - Present

***Duties****:*

* Translating different documents such as; reports, legal and military documents, contracts, magazine articles, education materials and etc. related to different agencies and organizations including; SIGAR, USAID, Indian embassy in Kabul, WHO and other local and international organizations.
* Editing and proofreading the related documents translated by other Translators at Afghania Translation services Co.

***Save the Children International***

TRANSLATOR 24th Oct 2016 - 4th Dec 2016

***Duties****:*

* Editing and proofreading Junior Translators’ translations.
* Translating different manuals, teachers’ guide books and educational documents such as math and language learning materials from English into Pashto and Dari.
* Translating different language-learning games for students from English into Pashto and Dari

***Afghanistan Banks Association (ABA)***

TRANSLATOR/ADMIN March 2008 - End Nov 2014

***Duties****:*

Translating the following documents from English to local languages and vice-versa:

* Translating website materials, brochures, articles of Association, reports and contracts.
* Translating different topics and articles for quarterly newsletter.
* Translating business slogans of member banks for yearly Access to Finance exhibitions.
* Translating office policies, presentations, letters and other business correspondence.