

**Majid Kabir Khan**

TRANSLATION SERVICE PROVIDER  
FREELANCER

**Slovenian <> English**

Slovenian <> Urdu

English <> Urdu

Translation, editing/proofreading, reviewing  
and typesetting

Technical, Legal, Localization, Business,  
Financial, Art/Literary, Science, Medical,  
Social affairs

\* \* \* \* \*

\* \* \* \* \*

<http://users.volja.net/kabir/>  
<http://kabir.translatorscafe.com>

Contact:

[kabir65@gmail.com](mailto:kabir65@gmail.com)

Phone: +386 1 2322 332

Mobile: + 040 425 990

Skype: Kabir-m

Voip Discount: Kabir-m

## CV – at a glance

### General information:

Name: Mr. MAJID KABIR KHAN  
 Address: Hudovernikova ul. 13,  
 1000 Ljubljana, SLOVENIA.  
 Telephone: +386 – 1- 23 22 332  
 mobile: + + (040) 425 990  
 Email: [kabir65@gmail.com](mailto:kabir65@gmail.com)  
 Native Language: Urdu, Slovenian  
 Working languages: English, Slovenian, Croatian. Bosnian, Urdu, Hindi  
 Services offered: Translating, Editing, Proofreading, File Alignment and DTP  
 Subject areas: Technical, legal, medicine, health research, economics, marketing.  
 Specialized in: Writing and translating technical manuals, instructions, scientific & engineering articles, research reports, patient assessment questionnaires, health research, financial and banking documents; RFPs and proposals; company literature, brochures and marketing material  
 URL: <http://kabir.translatorscafe.com>

### Educational background:

- **MBA.** from Department of Economics, University of Ljubljana, Slovenia. - 1993
- **Uni.D.Ing. = (M.Eng.)** Master degree in Mechanical Engineering from Department of Mechanical engineering, University of Ljubljana, Slovenia. -1971
- **Professional Engineer** in construction, Professional License awarded by Institute of Engineers of Slovenia and Chamber of Commerce, Slovenia.- 1981
- **Professional License in Foreign trade**, course, seminars and exams organized by Chamber of Commerce, Slovenia.- 1984.
- **A.E.A.T. diploma in Automobile Technology** from Karachi Polytechnic Institute, SITE, Karachi, Pakistan. – 1964.

### WORKING EXPERIENCE:

Date	Location	Company	Position	Description
1999-present	Ljubljana	None (Freelancer)	Translator	<b>English &lt;&gt; Urdu and Slovenian translation</b> Subject matters: technical, legal, economics, medicine and general.
1996-1999	Ljubljana, Slovenia	CIC-Center for International Competetive ness	Project Manager/ Consultant	<b>Translating</b> was an essential part of all the Research and Consulting projects of privatizations and adaptations of enterprises in Slovenia and other EEC transitional economies in the light of EU resolutions and practices.
1993-1995	Ljubljana	OTC	Deputy Managing Director	<b>Translation service</b> – English<>Urdu/Slovenian technical documents, Users' and Maintenance manuals, catalogues, legal and marketing material.
1982-1993	Ljubljana	SCT-Machine Building	Senior Manager R&D	R&D construction machinery, development from concept to final product. <b>Translation</b> of technical documents, Maintenance and Users' Manuals of imported machineries, legal and commercial material.
1978-1982	Ljubljana	IMP-SKIP	Manager R&D	Development of plants and equipments for process industry. <b>Translation</b> of technical documents, Maintenance and Users' Manuals of imported machineries, legal and commercial material.
1975-1978	Karachi, Pakistan	Pakistan Petroleum Ltd.	Executive Engineer	Field engineering work on Oil and Gas wells in Pakistan
1971-1975	Kranj Slovenia	Sava-Semperit	R&D Senior Engineer	Development of technology for rubber products, tire tubes
64-65	Karachi	Pak. Int. Air	Engineer	Aircraft Engine maintenance Engineer

### Experience as an interpreter:

Working for Ministry of Internal Affairs (Police and immigration dept.) and Courts as an interpreter between Slovenian, English, Urdu and Hindi languages on annual contract basis – 2000 -2013.
--

## Technical translations

I have a Master degree in Mechanical Engineering from University of Ljubljana, Slovenia and have experience of working at technical executive posts in different industries. To sum up my experience in technical translation, it includes, but not limited to the following types of documents:

- Technical drawings.
- Technical procedures, description manuals.
- User, operating and service manuals.
- Brochures and catalogues.
- Technical standards.
- Quality certificates and specification documentation.
- EU directives.
- Industry guidelines.

### Technical fields:

While working as a freelance translator, I have also gained good experience in translating the technical documents related to the following fields

- Mechanical, Electrical, Electronic Engineering
- Structure and Civil Engineering
- Chemistry, Biochemistry, Pharmacology,
- Telecommunications

## Legal translations

My experience in the field of translation of legal documents includes:

- Company status, labor laws and regulations.
- Correspondence, minutes and proceedings.
- Corporate and government agreements and contracts.
- Translation of bidding documents.
- Patents – including intellectual, industry and commercial property rights.
- Litigation and arbitration documentation.
- Immigration documents, birth, death and marriage certificates.
- Company's registration documents.
- Mergers, acquisitions and securities.
- EU directives and legal manuals.
- Private and business contracts and agreements.
- Court decrees.

## Marketing translations

Translation of marketing information and promotional material need to be localized, taking into consideration that the literal translation of idiomatic expressions, slogans, slang and technical terms employed in marketing and promotional material of the source language may not have the same effect to the consumer of a different culture, speaking a different language.

I have experience in translating the following:

- Advertising and marketing material.
- Product and industry specifications and supporting materials.
- Sale letters.
- Catalogues.
- Marketing survey and questionnaires.

## Social and domestic affairs

- Investigation reports of domestic violence, child abuse, social problems.
- Psychologicistic diagnosis and/or opinion.
- Assessments.

## Medical and pharmaceutical translation

During last thirteen years I have gained an extensive experience in the area of translation of medical and pharmaceutical documents, delivering highly reliable and accurate translations in various fields, including:

- Patient information and history records, clinical study reports.
- Patients' assessment questionnaires, survey instructions and survey reports.
- Instruction manuals, patent applications, hospital discharge summaries.
- Medical/pharmaceutical products' specifications,
- Medical device manuals and interfaces
- Corporate literature, brochures catalogues, marketing materials.
- Specification sheets, applications for marketing approval for medicines.
- Documents on variety of medication and treatment systems.
- Medical legislation and regulatory framework.

## Translation of Tenders text

Most of the tender documents incorporate three major dimensions of equal significance, i.e. technical, legal and business. As such, the translation of tender documents demands know-how and experience of translating technical documents, legal documents and business documents.

- Technical dimension: texts such as bid documents and specifications, including site analysis, land planning, interior design and space planning documents, present challenges of a technical nature.
- Legal dimension: tenders texts have, as a rule, an intrinsic legal component .
- Business and corporate dimension: text that has to be in harmony with the client's corporate vocabulary, philosophy and presentation.

## Financial translations

Translations of financial documents demand to be rigorously adhered to accounting and international finance standards and terminology. My academic background, being a Master in Business Administration (MBA) and working experience in the consulting organization, CIC-Center of International Competitiveness have given me enough experience and knowledge to ensure quality of financial and accounting translations. Working as freelance translator, I have translated the following types of documentation:

- Annual reports,
- Balance sheets,
- Financial analysis
- Business reports,
- Press releases
- Business plans and quotations

## Miscellaneous Linguistic tasks

I have worked on several projects involving teams of translators, reviewers and back translators in the capacity of coordinator, quality assurance reviewer and monitor, performing one or more of the following tasks:

- Reviewing and spot checking of content
- Performing quality assurance on linguistic assets produced by third parties
- Source and target files alignments to create translation memory
- Performing Terminology and Translation Memory maintenance
- Monitoring and coordinating the group to meet language quality requirements
- Training and mentoring for other external linguists
- Preparing language learning and testing material for basic and higher level
- Participating in translation related discussions

## Other special assignments

I have successfully carried out the following projects during past few years:

- Preparing reading, listening and video material for a short introductory course of Pashto and Dari languages for Slovenian students of Panteon College, Ljubljana, Slovenia.
- Study material for advanced Urdu Learning program for English speaking students, Including
  - Selection of reading material from electronic and printed media
  - Creating spoken and written passages in Urdu
  - Test papers to assess knowledge of learners

## EXAMPLES OF SOME TRANSLATION PROJECTS:

### English to Slovenian

- **Users Manuals and technical documents** – From 1971 to 1993 while working in Slovenian manufacturing and construction companies, as a part of my regular duties, I wrote or translated guidelines and instructions for several processes industries and petrochemical plants, as well as, Maintenance Manuals of machineries and equipments in Slovenian language.
- **Maintenance Manuals**, Installation Instructions, Operators Manuals and other technical documents for equipments and heavy imported machinery for Mistral, d.o.o., Ljubljana. (1997 -2002)
- **Maintenance Manual for a bottle manufacturing plant**, for a Japan based translation agency – Translated from English to Slovene - (2001)
- **User's Manual for Ink-jet printer** – translated from English to Slovenian for a Czech translation agency. (2001)
- **User's Manual for a mobile telephone** with digital camera and headset unit. Translated from English to Slovene – (August 2002)
- **User's manuals for equipments of refrigerant reclaim system** and training handouts – 14800 words. Translated from English to Slovene – (Sept-Oct. 2002)
- **Legal manual** - "Manual of International Judicial Cooperation" for a PHARE project, 39500 words. – Translated from English to Slovene – January 2003.
- **Language check** for a leading naming company in Europe, which is specialised in testing of brand names – February 2003.
- **Tender documents**, company profile and supporting documents, etc. 9850 words – Translated from English to Slovene – April 2003.
- **"Genetics of Human Epilepsy and Cognitive Disorders"** – Research paper. Translated from English to Slovenian – June 2003.
- **Prospectus and business reports** of a Slovenian quarry and crushing plant.
- **User's manual for medical equipments** for providing uninterrupted monitoring of physiologic parameter data on adult, pediatric, and neonatal patients during transport from one area of the hospital or facility to another. English to Slovenian - 2004
- **Instructions for X-ray equipments** - English to Slovenian - 2004
- **Instructions for use of Vascular Plug** (medical) - English to Slovenian - 2004
- **User's Manuals, maintenance manuals** - for "Bobcot" machinery such as Excavator, Loader, etc. – English to Slovenian – 2004-05
- **Safety Instructions** for equipments for plate/film processors – English to Slovenian – 2004
- **Safety instructions**, maintenance manuals for – Cordless Impact Wrench, Cordless Drill, Air Grinder and other equipments - English to Slovenian
- **Translation of EU-Safety data sheet** (91/155/EEC) - English to Slovenian.
- **Translation of instruction of house appliances**, safety systems, etc. for a China based translating agency on a regular basis since April 2005 – 12000 to 20000 words/month.
- **Translation of EU-Newsletter** for Agriculture and Rural Development and questionnaires for Agriculture survey. Nov. 05.
- **Standard of Business Conduct and Ethical Behaviors** – of a Corporation from English to Slovenian – 2005.
- **EUNIC Brussels documents**; and content of the web site of EU Multicultural activities in 2007.
- Administrative information and **application for a marketing authorization** of a medicinal product for human use submitted to the European Medicines Agency – 29 pages.
- **Business partnership agreement**, Agreement of transfer of Assets between an English and Slovenian firm, and other documents – around 40 ppges.
- Medical and pharmaceutical documents, including descriptions of diseases, treatments, side effects, studies reports, instruction for doctors, instructions for patients, etc. (July 2008 to January 2009 – 12 projects).
- **User's Manuals for computers and software** – more than **62 translating projects** for Manuals and instruction books for Dell's computers (desktop and laptops) during 2009 to 2010. Intensive use of CAT such as Idiom workbench, Trados Tag Editor, SDLX Lite.



## Slovenian to English

- **Translation of Users Manuals and technical documents** – From 1971 to 1993 while working in Slovenian manufacturing and construction companies, I translated Users' Manuals of various machineries and equipments in to English. I also translated technical documents for projects being carried out abroad.
- Translation of **contracts and other legal documents** between SCT-Slovenia and Pakistani recruiting agency, translation of Pakistani workers' Urdu documents, certificates, applications into English for authorities for getting visa, working permit or medical insurance, etc. on one hand and translation of Company's management notices and circulars for Pakistani worker on the other hand, at company's site in middle east – 1982 -1983
- I have contract with Police department to work for them s a interpreter for Urdu and English language for last three years.
- Translation of **Urdu** articles, reports, business correspondence, certificates, etc **into English** for Pakistani firms. – mostly during 1975-78 & 1993-95
- Translation of legal documents, court hearings, decrees, birth and marriage certificates, contracts, etc. of Urdu origin into English.
- Complete translation of proceeding of the conference: **"ACCESSION OF SLOVENE ENERGY SECTOR TO THE EUROPEAN ENERGY MARKET"**, held in Ljubljana, June 1999. (Translation from **Slovenian to English**), published by CIC, Ljubljana, March 2000
- Editing and proofreading of the proceeding of the conference **"INTERNATIONAL COMPETITIVENESS, INSTITUTIONAL STRATEGIES FOR TRANSITIONAL ECONOMIES"** (presentations and discussions) held in Bled, Slovenia in April 1997 – published by CIC-Ljubljana, June 1999. (ISBN 961-90727-1-5) -- 120 000 words.
- **Translation of EU-related Seminars** – Translation of those lectures which were in Slovenian language, translated to English for publishing proceeding of seminars in English language. (1996 – 2000)
- **Legal manual - "Manual of International Judicial Cooperation among EU member states"** for a PHARE project, 39500 words. – Translated from English to Slovene – January 2003.
- **Translation of research reports** – In CIC, reports of various research projects, including EU-related projects, which were results of team work of various Slovenian experts were translated into English by me, especially when project was of a international nature.
- **Translation of technical and legal documents** – For a legal case, documents including technical documents, contracts, agreement, accident reports, correspondence among executives of a Crane manufacturer of Slovenia; from Slovenian to English – 65 pages
- **Pharmaceutical documents - Slovenian to English** – technical reports, correspondence, bill of material, R&D documents of a pharmaceutical company, 28500 words –
- **Medical questionnaire - Croatian to English** – questionnaire and medical reports.
- **Court documents, contracts and Court registration and standing rules of a Company in Croatia** – translation from Croatian to English – 9 documents, 40 pages.

## English/Slovenian to Urdu

- Translation of **contracts and other legal documents** between SCT-Slovenia and Pakistani recruiting agencies, translation of Company's management notices and circulars for Pakistani worker at site in middle east – 1982 -1983
- **Translation of questionnaires for quality of life assessment scales** - ENH – CORE (since 1999) – several small and long-term projects including questionnaires, interview forms, instructions, reports etc. On projects involving six or more translators and reviewers. I have been working in the capacity of a coordinator, councilor and/or finalizer of Urdu translations.  
My job was to review, select on best translation provided by other translators or suggest better translation, raise linguistic quality issues, participate in language and/or

translation discussions, format or localize questionnaire to meet the culture and custom of target society.

- **Medical device** - Translation of instructions for a computerized electronic medical device and cooperation in developing a system to display Urdu text on the display of the device. Feb. – March 2003.
- **Legal documents** - translation of official documents and certificates, court proceedings, court's decrees, contracts, business letters, etc. 1984-2007.
- **User's Guide for an automatic camera** with zoom and automatic focusing. 3000 words. Translated from English to Urdu .
- **Instruction Manuals – for electronic equipments**, such as digital cameras, mobile telephones, wireless door bells, wireless communication devices, safety equipments & systems.
- **Translation of software** – for programmable electronic devices and equipments.
- **Medical equipments** - Translation of publicity material, questionnaires, instructions and technical manuals for medical equipments (for USA and UK based health care institutes). English to Slovenian & Urdu, (2000 - 2005).
- **"Comprehensive care of the brain and nervous system"**, prospectus of a neuroscience institute. *English to Urdu*.
- Publicity material for a **mobile telephone** service.
- Localization of mobile phone with camera display.
- **"Charter of Child Labor"**, typesetting and page making – 10 pages – Translated from English to Urdu.
- **Editing Urdu translation** – review of translation for correctness of translation from English and editing the prospectus and promotional literature of an international English boarding school, 28000 words.
- **Translation of Articles** – for W. P. Danny for his web publication.
- **Diabetes** – translation of medical literature about diabetes, definition, instructions to patients, precautions, etc.
- **A research study for the treatment for hepatitis B in children & young people** – translation from English to Urdu for an UK medical research centre.
- **About Gestational Diabetes** – English to Urdu translation of 12 pages booklet with medical explanation of diabetes during pregnancy and instructions to deal with it.
- **General Statistics - Questionnaires** – English to Urdu translation of 38 pages "Development Supplier/Customer relationship" survey, questionnaires and instructions to interviewer for Nokia.
- **Brand name analysis** – for a specialized "Naming & Verbal Branding" Service.
- **Translation of New York City School's documents** - Translation of informative brochures for parents and community, legal documents, rules and regulations, children and parents' rights and obligations, circulars, information and reports, letters to parents, application forms, etc. An ongoing large project, with tight turnaround, through a USA translation agency, – September 2005 to December 2005 around 38000 words.
- **Translation of User's Manual for Motorola wireless phone** - 14500 words document from English to Urdu.
- **Translation of a pharmaceutical company's future R&D plans** – "Future Road to Success".
- **Safety at work, Power Point project** – translation of safety instructions, rules and regulations, etc. for employees of Shell – more than 90 slides, 3400 words
- **Translation of market research questionnaires** - for Western Union. 150 pages of questions and instructions, 36990 words, show cards 6500 words.
- **Study material for Urdu Learning** (2009-2011) – On-going project of Urdu Learning for English speakers, an official USA project through a translation agency. Project included:
  - Selection/proposals of reading material from internet, radio, TV and printed media of Pakistan;
  - Creating spoken and written passages in Urdu according to detailed specifications;
  - Accurate English translations of the Urdu passages;
  - Translation from English to Urdu for listening as well as reading exercises and
  - Test papers to assess knowledge of learners.

## PUBLISHED TRANSLATION WORK

- Complete translation of proceeding of the conference: "ACCESSION OF SLOVENE ENERGY SECTOR TO THE EUROPEAN ENERGY MARKET", held in Ljubljana, June 1999. (Translation from **Slovenian to English**), published by CIC, Ljubljana, March 2000.
- Co-author of **Slovenian** version of "ZASAVJE 2000+ STRATEGIJA RAZVOJA ZASAVSKE REGIJE": ("ZASAVJE 2000+, STRATEGY OF ZASAVJE REGIONAL DEVELOPMENT), published by Zagorje, April 1999. (50 pages A4 format)
- Translation of the above project from **Slovenian to English**: "ZASAVJE 2000+, STRATEGY OF ZASAVJE REGIONAL DEVELOPMENT", published by Municipality of Zagorje, April 1999. (50 pages A4 format).
- Editing and proofreading of the proceeding of the conference "INTERNATIONAL COMPETITIVENESS, INSTITUTIONAL STRATEGIES FOR TRANSITIONAL ECONOMIES" (presentations and discussions) held in Bled, Slovenia in April 1997 – published by CIC-Ljubljana, June 1999. (ISBN 961-90727-1-5) -- 120 000 words.
- Several articles and translations in Urdu and about Urdu published on websites and Urdu newspapers.

## SOFTWARE - CAT

Windows XP Home, Office 2007 Vista edition, Open Office,  
Trados 6.5; Wordfast, SDLX Lite; Translit 3.0; Across Personal Edition;  
Acrobat Professional 6

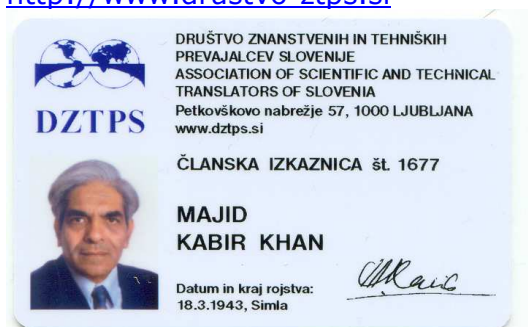
## HARDWARE

- DESK TOP PC - Windows Vista - Office 2007 Vista edition, Open Office,
- LAP TOP PC - Windows XP Home, Office 2000
- SCANNER - Scanjet
- PRINTER + scanner + copier + fax - LAXMARK 5000 Series

## Membership of Professional Association

Member of Association of Scientific and Technical Translators of Slovenia (DZTPS)  
Petkovškovo nabrežje 57, 1000 Ljubljana, Slovenia.

<http://www.drustvo-ztps.si>



## Internet connection:

Broadband