

CURRICULUM-VITAE

Name: KALEEM ANWAR

Position: Freelance Urdu Translator

Mother Tongue: Urdu, Knowing Hindi very well, having some knowledge of Persian and Arabic too.

Language Pair: English to Urdu

Educational Qualification: M.A (History) in 2000, MA (Urdu) in 2005 , B. Ed. in 2002 from Jamia Millia Islamia, New Delhi.

Technical Qualification: Diploma in Computer Applications

Experience: Working as a freelance translator/proofreader since 2004 in various fields including journalism, ICF (Informed Consent Form), clinical trials, Information Technology, Web site localization, environment, education, legal matter, court proceedings, housing, reports, market surveys, code of conduct and business code (for companies), company employees agreements and so many different type of documents.

Member proz.com (Profile: <http://www.proz.com/profile/1609210>)

SmartCAT profile: <https://ea.smartcat.ai/marketplace/user/kaleem-anwar/>

Worked in print media namely Nai Dunya Weekly and Daily Awam Urdu, Daily Sahafat, India (Delhi edition) as a sub-editor.

Working experience: Working as a translator since 2002

Proficient in:

Software: MS. OFFICE (MS Word, MS. Excel, MS. Power Point, MS. Publisher)

Operating Systems: Windows 7

Working with Unicode fonts

Translation Tools: SDL Trados Studio 2015, and many other online translation tools, like Wordbee, Smartling, MS Cloud, Crowdin, and Dataflow etc.

A summary of some jobs I have completed:

More than 10 lakh words on COVID-19 since its onset.

In Medical field: Evalve, Inc. (a subsidiary of Abbott Vascular, Inc.), Subjects of Hoffman La Roche, Inc., Boehringer Ingelheim, Vertex Pharmaceuticals, Gilead Sciences, Bristol-Myers Squibb, Genomic Health, Roswell Park Cancer Institute, Novartis, Roche, Glaxo-Smith-Kline, Sinofi Aventis, Ranbaxy Laboratories, Merck, Cedilla Pharmaceuticals Pvt. Ltd, Tillotts Pharma AG, Switzerland, Piramal Life Sciences Limited, Reliance Life science, British liver trust, QED Pharmaceutical Services, Daiichi Sankyo Pharma Development, Alliance Medical Limited

In Educational field: Chicago Public Schools, NYC Department of Education, Board of Education, USA, Department of Education State of Maryland , USA, Department of Education Brochures (0-11 yrs) UK, Louisiana Department of Education, Baltimore County Public Schools, St. Mary's County Public Schools, Madrid, Waterloo Region District School Board (Canada)

In Market Research: Gallup research Questionnaires for lifestyle, media usage, political views, public opinion n surveys, Denison Organizational Culture Survey (DOCS) ,Grant Thornton International Business Report) An international survey of Industries).

Statements and policies: Colgate-Palmolive Code of conduct, Yahoo! Inc. TOS, ATOS, UTOS, disclaimers, Google's privacy policies, TOS, community guidelines, YouTube policy and TOS, disclaimers, DynCorp International Limited Liability Company's Employment Agreement.

In Insurance field: IRDA (Insurance Regulatory and Development Authority), India

Mobile/Software: Uber (more than 1.5 lakh words, in last one year), Terms & conditions and privacy and other policies of Huawei, Lenovo, Nokia, Microsoft (Windows XP, Home Edition, Starter Edition License Agreements), Lycamobile, Motorola, Samsung, Mobily

Miscellaneous: Office of Business Opportunity, City of Houston; Yamaha Motor company ltd.; Care Commission, Glasgow; Home Care Service Cardiff; Oxfordshire County Council; West Dorset Housing Partnership; New Prospect Housing Association, Salford; New York City Health & Hospitals Corporation; Hertfordshire County Council; Scottish Public Service Ombudsman Leaflet; Newport Local Health Board; Welsh Assembly Govt. Health project leaflets; National Labor Relation Board, Govt. of United States; Aylesbury Vale District Tenants Panel, England; Care commission, Scotland leaflets; Leaflets of Public Guardianship Office UK; New York City Department of Education; Western Union Money Transfer; Tividale Community Centre, Tividale; Sacred Heart School, Tividale; Victoria Infant School Tipton; Lancaster University Brochures, Flamingo U.K. Ltd.; Multilateral Development Bank Ltd. E.U; World Bank; Camden NHS Primary Care Trust; CJS Homicide Department UK; Harm reduction Methadone US; Warmfront UK; Johns Hopkins Hospital's Literature; Howard County Hospital; GHA Ltd, Glasgow UK; Riverside Housing Association News Letter; Standard Chartered Bank

Contact Information:

Email: anwar.kaleem@gmail.com

Ph: +91-9868405925, 9971494030

Skype: [anwar.kaleem75](https://www.skype.com/en/contacts/anwar.kaleem75)

Address: **H-42, First Floor, Abul Fazal Enclave, Jamia Nagar, New Delhi - 110025**

Available 6 day/week and can be contacted 8am-8pm IST.

I can assure you of prompt and perfect translation and on time delivery of tasks to the satisfaction of clients.

Kaleem Anwar