

MUHAMMAD UMAR FAROOQ

H#23-B, St#26, G-6-1/2, Islamabad | umer_iiui@ymail.com | +923358359660 | Skype:
translatoriiui, DOB: Aug 24, 1986

OBJECTIVE

A research analyst cum translator position to utilize and merge my analytical and translation experience gleaned both professionally and through my BS program focused on business, legal, and financial translation.

SPECIALTIES

Media content Analysis (Arabic)| Markets & Policy | Relationship Building | Respected Leader and Team Player | Strategy Developer| Transliteration | Transcription | Proofreading | Copy writing | Data Analysis | Data Entry | Development & Implementation | Strong Communication Skills | Market Research | Interpretation | Blogging | Translation | Online Teaching | Social Media Management | Telephone Interpretation | Translation Management

EDUCATION | CERTIFICATION

Diploma in Translation Management

The Education Academy of Science & Technology Islamabad
Percentage in Final Examination: 84 %
Year of Passing: 2013

BS Translation & Interpretation (4 years)

Equivalent to Master Degree Recognized by (HEC)
Registration no: 117-FA/BSTI/F08
Arabic>English
English>Arabic
From International Islamic University
percentage: 83.56
CGPA: 3.76
Year of Passing: 2013

H.S.S.C (Humanities Group)

From Federal Board of Intermediate and secondary Education
Percentage in Final Examination:58
Year of Passing: 2008

Advanced Diploma in Arabic Language & Translation

The Education Academy of Science & Technology Islamabad
Percentage in Final Examination :80 %
Year of Passing: 2007

Certificate of phonology (Arabic)

Faisal Mosque, Dawah Academy,International Islamic University Islamabad
Percentage in the Final Examination:85%
Year of Passing: 2006-07

S.S.C (Humanities Group)

From federal Board of Intermediate and secondary Education
Percentage: 58 %
Year of Passing :2006

Certificate of Muttawassitah

From Jamia Millia Islamia Faisalabad
Percentage: 63%
Year of Passing :2004

Diploma of phonology (Arabic)

Institute of Holy Quran Islamabad
Year of Passing :2003
Percentage in final Examination: 85 %

Memorization of Holy Quran

From wefaq-ul-Madaris-al-Arabiya Pakistan
Percentage in final Examination: 98%
Year of Passing :2002

NOTABLE PROJECTS

Bilingual Media Content Analyst: Working since Jan 2008 as a Freelancer.

Literary Translator: Working since Jan 2008 as a Freelancer.

Website Translator: has translated a website and able to translate by focusing on quality.

Transcriber: able to perform any transcription work.

COMPUTER & INTERNET SKILLS

MS word / Power Point / Excel / DJVU / PDF / Converting texts into images and vice versa / Extracting data from Images / Desk based research / Access to digital libraries / Use of internet for marketing / Ad posting /

LANGUAGES

English: Reading, Writing, listening and speaking: Full Professional Proficiency

Arabic: Reading, Writing, listening and speaking: Full Professional Proficiency

Urdu: Reading, Writing, listening and speaking: Native or bilingual Proficiency

Punjabi: Reading, Writing, listening and speaking: Native or bilingual Proficiency

Sariki: Reading, Writing, listening and speaking: Native or bilingual Proficiency

EMPLOYMENT HISTORY**Assistant Translator**

2007-2009

African Perfect Translations

Postal address: PO Box 51310 - 00200 Nairobi, Kenya

physical address :Grace House Donholm off Outering Road

phone: +254 726 954 055

email: fredotiato@africanperfect.co.ke

info@africanperfect.co.ke

Translator /Proofreader**Punjab Translation Services**

2009-2010

Office #651,Aapara Chowk Near Muzaffar Ghar Hotel Islamabad.

Fax:051-2603048

Email:punjabcomputer@yahoo.com

Cell=+923455167318

Arabic Media Content Analyst

In a Confidential Media Company as a freelance Home-Based worker

2010-still working

EXPERIENCE

Worked as Freelance Translator for **several news websites** for a period of 2007-to date, and I am still practicing the same in order to polish my skills. I also have received and accomplished several projects online, given by International Companies. I have translated two books from Arabic into English and one from English into Urdu. I covered various news events in business, parliamentary, court proceedings as well as social and human-Interest areas under the guidance of the news editor.

REFERENCES

<p style="text-align: center;">Dr.Inam UL Haq Ghazi Assistant Professor (HEC Approved Supervisor) Incharge Department of Translation & Interpretation Faculty of Arabic International Islamic University Islamabad, Pakistan Tel.92-51-0333-5158616, 92-51-9019607 E-mail: ighazi@iiu.edu.pk</p>
<p style="text-align: center;">Dr.Muhammad Nawaz Department of Translation and Interpretation (T&I) International Islamic University (IIU) Islamabad Pakistan E.mail:dr.nawazazhari@gmail.com Cell:+923454553347</p>
<p style="text-align: center;">Dr. Hafiz Ikram-ul-Haq Secretary Council Of Islamic Ideology Government of Pakistan Email:hikramulhaq@yahoo.com Cell:+923335221074</p>

Dear Sir/Ma`am:

I am resident of Islamabad. I have done my BS in Translation & Interpretation from International Islamic University Islamabad. I am looking for a bilingual job as relevant to my course. Translation & Interpretation is my passion in addition to deal with people of different countries and cultures. I had been with Chinese and Arabs in the department of Translation & Interpretation for 4 years.

Likely I had been taught by foreigner professors in International Islamic University. They belong to Iran, Iraq, Algeria, Egypt, Nepal, Afghanistan and Bangladesh.

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In the final semester, I had been assigned final project, it consisted on three parts, the first one was written translation of one chapter of an Arabic play into English, the second one was interpretation of selected videos from YouTube and third one was a market survey of translation needs in Pakistani society. I have done my project successfully and got A grade.

As I am a full-time freelance translator and linguist based in Islamabad, Pakistan who works exclusively through internet and e-mail. My native language is Urdu but I work mostly in Arabic<>English and vice versa, and I have over 5 years experience translating and localizing high level projects that require a great deal of responsibility. I am a versatile, honest, responsible person with a great work ethic and solid experience. My objective is to provide English to Arabic translation in a dependable and timely manner that is accurate, culturally appropriate, and reader-friendly on a freelance basis. I am well-informed in various CAT Tools including: Trados 2007/9, GTT, Localization Studio 6.12, Helium, Word Fast Professional, Idiom Word Server, Leaf 2013 and NTR2 tool.

I am experienced in a broad variety of translation fields including:

Accounting	Advertising / Public Relations	Insurance
Telecommunications	Textiles / Clothing / Fashion	Materials (Plastics, Ceramics, etc.)
Poetry & Literature	Art, Arts & Crafts, Painting	Mechanics / Mechanical Engineering
Livestock / Animal Husbandry	Games / Video Games / Gaming / Casino	Media / Multimedia
Construction / Civil Engineering	Geography	Medical: Health Care
Cinema, Film, TV, Drama	Government / Politics	Mining & Minerals / Gems
Business/Commerce (general)	History	Computers (general)
Agriculture	Human Resources	Journalism
Furniture / Household Appliances	Folklore	Automotive / Cars & Trucks
Chemistry; Chemical Science/Eng	Computers: Hardware	Computers: Software
Computers: Systems, Networks	Cooking / Culinary	Cosmetics, Beauty

Economics	Education / Pedagogy	Electronics / Elect Eng
Engineering: Industrial	Finance (general)	Fisheries
Certificates, Diplomas, Licenses	Software localization	Legal, marketing
General business	Telecommunication	Religion

I have exceptional grasp of both cultures and years of experience allows fluid translation of nuances providing accurate yet reader friendly translation. I have superior Arabic and English speaking, reading & writing skills with dual Arabic and English school education. My rates for translation and proofreading are flexible and competitive furthermore I don't compromise the quality of the translation.

I am waiting for your reply to discuss with you the possible employment opportunities / project details. I am available at present and looking forward to hearing from you. Thank you for your assistance.

Sincerely,

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