

# Falak Share

## Translator – English < > Urdu, Punjabi

### AREAS OF EXPERTISE

*Translating:*

*Medical documents*

*E-learning*

*Press release*

*Technology*

*Literary Pieces*

*Historic manuscripts*

### PERSONAL SKILLS

*Detail orientated*

*Well organised*

*Friendly*

### PERSONAL DETAILS

*Falak Share  
Master Qamar Street  
Makkah Colony  
Railway Road  
Ali Pur Chatha  
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LinkedIn:*

*<https://www.linkedin.com/in/falak-sheer-cheema/>*

*Blog:  
<http://nawaynay.blogspot.com/>*

*DOB: 15/02/1982*

*Nationality: Pakistani*

### PERSONAL SUMMARY

I have been working as a freelance translator, editor and proofreader for the last fifteen-odd years. English, Urdu and Punjabi are the languages, in which I deal. I have translated five books, two of which are already published, while others I am planning to publish as eBooks. I have worked on the famous book "Fareb e Natamam" by Juma Khan Sufi. The book got great fame, as the author was once part of Paktoonsistan struggle in the 80s and 90s. I also work as translator and content producer for different organizations, based in Karachi and Lahore. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

### WORK EXPERIENCE

#### **Freelance**

**TRANSLATOR** February 2007 - Present

Working freelance for different translation agencies and government offices, providing a translation service to clients online and offline, where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted stuff relay the intended message as clearly as possible.

Have also done a major share of science project of Dawood Group for school kids in recent years.

#### **Duties:**

Searching legal & technical phraseology to ensure the correct translation is used.

Helping the clients to discuss openly any unclear points.

Revisiting my junior translators' translation works.

Working as a translator for foreign Law firms, NGOs and local union councils. Supporting their translation teams with other projects when necessary.

Getting articles from daily newspapers, weekly magazines & the world web & translating them into English for my blog.

### KEY SKILLS AND COMPETENCIES

Maintaining the spirit of target language.

Excellent communication and social skills.

Able to work to tight deadlines.

Highly skilled in Word, Excel and Microsoft Outlook.

Able to prioritize work.

### ACADEMIC QUALIFICATIONS

M.Phil. – Literature and Linguistics

**Gift University 2017 - 2019**

**REFERENCES** – Available on request

**RATES** – ENG – URDU/PUNJABI [\$0.05/wd, \$ 20/hr]

[For longer projects, rates are negotiable]

