

# Md. Masud Rana

## Freelance Translator

### AREAS OF EXPERTISE

*Mobile & IT*

*Website Localization*

*Business*

*Marketing*

*Finance*

### 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.

### COMPUTER SKILLS

*MS Word, Excel, PowerPoint*

*Adobe Photoshop*

*Adobe Dreamweaver*

*Wordfast Anywhere*

*Memo-Q*

*GTT*

*MateCat*

### WORK EXPERIENCE

#### ***Freelance Translator***

From February 2012–Present

(Translated more than **500,000** words)

#### ***Worked for***

- Microsoft
- GlaxoSmithKline
- Google
- Facebook
- U2opia Mobile
- Samsung
- Different Public Schools of USA
- Legal firms of UK
- Bikroy.com

### PERSONAL SKILLS

*Detail orientated*

*Well organized*

*Friendly*

#### **Translated Documents:**

- App & Website Localization
- Game Localization
- Marriage, divorce, death and birth certificates
- Immigration documents
- Court settlements
- Court findings
- Govt. Policies
- Directorate of Education Curricula
- Educational reports
- Sales information
- Marketing & advertising
- Training Manual
- Medical Documents

### DAILY CAPACITY

*3000-5000 words*

### PROFESSIONAL TRAINING

*Website Design and Development*

## PERSONAL DETAILS

*Md. Masud Rana*  
*46/1/KA, North Maniknagar*  
*Dhaka-1203*  
*Bangladesh.*

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*DOB: 10/08/1985*  
*Nationality: Bangladeshi*

## KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools like Memo-Q and Wordfast, GTT, MateCat.
- 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.S in Applied Physics**  
Dhaka University, Bangladesh
- **M. Econ in Development Economics**  
Dhaka School of Economics, Bangladesh
- **Certificate Course in Web Design & Development**  
University of Dhaka, Bangladesh

**REFERENCES**—Available on request