

Résumé

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LANGUAGES:

- Urdu (Native)
- Saraiki (Native)
- English
- Punjabi

ACADEMIC QUALIFICATION:

Degree/Certificate	Year of Completion	Institute
Post Graduate Degree in Education	1998	Bahaudin Zikariya University, Multan
Bachelor in ARTS [Economics and Islamic Studies]	1996	Bahaudin Zikariya University, Multan
Intermediate ARTS	1992	Govt.College Bosan Road, Multan
Matriculation in Science	1990	Govt.High School, Kot Addu

TRANSLATION SAMPLE / LIST OF TRANSLATED WORKS:

I've completed a number of translation/transcription projects including, Marketing research and marketing, medical histories, Medical research, Legal documents, Manuals, Companies Annual Reports etc. These projects include single page translation to several thousand words translation.

SPECIALIZATION(S):

Advertisement, Arts, Communications, Patents/Intellectual Property, Cooking, Education/Training, lyrics, Clothing, Film, Financial/Economics, Hardware/Construction, Health, Beauty, History, Hospitality Industry, Insurance, Internet/Multimedia, Computers/IT, Journalism - Press, Legal, Literature/Publishing, Medical, Music, Instructions/Manuals, Politics, Social Sciences, Sports, Media/Broadcasting, Companies Annual Reports and Theology - Religion.

EXPERIENCE:

- Over **5 years and 8 months of extensive experience** in translating different kind of projects including **medical histories, financial companies' documentation, Website translation, Media and news translations.**
- Excellent understanding of **technical terms** used in various documents.
- Regularly getting **small projects of translation from different companies.**

CAT TOOLS:

- SDL Trados

COMPUTER APPLICATION AND SOFTWARE:

- Microsoft Office Applications (Word, Excel, Power Point)
- HTML, PHP
- Inpage
- Photoshop
- Adobe Acrobat Reader

STRENGTHS:

- Having positive attitude.
- Dedication and serious involvement in assigned work.
- Hard working

REFERENCES:

References can be provided on demand.

PERSONAL DETAILS:

Date of birth	03-Mar-1975
Nationality	Pakistani
Sex	Male
Marital Status	Married

AVAILABILITY AND CAPACITY:

- Available 24/7
- 2500 words per day for translation
- 60 minutes per day for transcription

RATES:

Translation: \$0.05/ Word
Proofreading: \$0.03/word
Reviewing and Editing: \$25/Hour
Transcription: \$3/ Minute
Transcription with Translation: \$7/Minute
Payment method: Bank Transfer