

# Nadar Khan Khattak

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## OBJECTIVES

An Independent Entrepreneur and Freelance Linguistics and Language Consultant; making the world a better place through strong global communications; putting efforts to promote languages; and striving to make every business of the human-kind, happy. Looking to work with visionary individuals and organizations for a prosperous world!

## EDUCATION

**Institute of Management Sciences, Peshawar— Pakistan**  
2010

### Masters In Business Administration

- Project Planning & Management
- Business Communications
- Business & Communications English
- Professional Certification in Local Languages
- Certification In Technical Writing & Communications

## EXPERIENCE

**Third Party Linguist Project Lead | Appen Butler Hill, Sydney— Australia**

2010 - Present

- Data Sourcing For Projects in Pashto, Urdu and English
- Preparing Models and Modules for Research and Projects
- Preparing Interviews and Questionnaires
- Leading teams for Translations, Transcriptions, Interpretations in various industries like Legal, Medical, Financial, Science & Technology, Sports & Athletics, Aeronautics, Business, Marketing, Sales, Advertising, and more
- Technical Interpretations, Translations, Editing, Proofreading, Transcriptions and finalizing the projects
- Writing the final Project Reports and Communicating with clients

- Communicating with clients on different levels
- Directing and training teams for various languages on translations, interpretations, transcriptions, transliterations and proofreading
- Directing the writers, ghost-writers, content developers, specialized technical writers and editors on different subjects, topics and assignments
- Making sure that the clients are satisfied with work on daily basis
- Standardizing languages over the internet for Pashto, Urdu, Persian, Dari, Punjabi, Hindi and Arabic

### FREELANCE PROJECTS HISTORY

- Booze Allen Hamilton
- ISAF
- NATO
- Government of Afghanistan
- Government of Pakistan
- SAARC
- International Rescue Committee
- Islamic Relief International
- UN
- US Department of State
- US Department of Defense
- US Embassy, Islamabad— Pakistan
- US Consulate, Peshawar— Pakistan
- Government of Dubai, Dubai— UAE
- Government of Abu Dhabi, Abu Dhabi— UAE
- British Counsel, Peshawar— Pakistan
- Rehman Medical Institute, Peshawar— Pakistan
- Shifa International Hospital, Islamabad— Pakistan

### SKILLS

- Project Management
- Project Planning & Designing
- Financial Management
- Budgeting & Forecasting
- Workload Management
- Time Management
- Quality Assurance
- CRM
- Interpretations
- Translations
- Editing

- Proofreading
- Technical Writing
- Report Writing
- Quantitative & Qualitative Research
- Research Modeling
- Business Communications
- Dictionary Building
- Keyboard Vocabulary Building
- Online Language Translations and Interpretation Systems Development
- Adobe Suite [Photoshop, Elements, Lightroom, Illustrator, InDesign, Premiere Pro, Aftereffects]
- MS Office [Word, Excel, PowerPoint, Access, Project, Publisher, Outlook]
- Sony Vegas Pro
- Social Media Management
- Blogging
- Content Development
- Marketing, Advertising & Sales

#### **LANGUAGES**

- Pashto [Mother-tongue]
- Urdu [Native]
- English [Professional]
- Punjabi [Professional]
- Dari [Fluent]
- Hindi [Fluent]
- Siraiki [Average]
- Persian [Average]
- Arabic [Average]

#### **REFERENCES**

Shall Be Provided Upon Request.