

## AREAS OF EXPERTISE

*Translating legal documents*

*Proofreading*

*Interpreting*

*Terminology*

*Multi lingual*

## PROFESSIONAL

*First Aid Certificate*

## PERSONAL SKILLS

*Detail orientated*

*Well organized*

*Friendly*

## PERSONAL DETAILS

*Ajmal Mangal*

*8<sup>th</sup> PD, Karte-Naw*

*Kabul, Afghanistan.*

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*DOB: 01/07/1982 Driving license: Yes Nationality: Afghan*

# Ajmal Mangal

## Translator

### PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from English to Dari/Pashto and vice-versa. 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.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

### EDUCATION

BBA (Bachelor of Business Administrations) Kardan University of Higher Education. **2009-2013**

Baccalaureate Esteqal High School. **1997-2000**

### WORK EXPERIENCE

#### *Justice Sector Support Program, JSSP*

LEGAL TRANSLATOR September 28, 2015 - Present

Translation of different legal and technical documents from Dari and Pashto languages into English and from English into Dari.

#### *Duties:*

- Researching legal & technical phraseology to ensure the correct translation is used.
- Reviewing and proofreading translations.
- Revising more junior translators' translations.
- Conducting face-to-face interpreting.
- Telephone interpreting.
- Supporting the translation team with other projects when necessary.
- Excellent English speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.

***Afghanistan Justice Organization, AJO***

SENIOR TRANSLATOR March 26, 2013 to August 31, 2015

Translation of different legal and technical documents, as well as translation for the Organization's website and Magazine, from Dari and Pashto languages into English and from English into Dari.

***Duties:***

- Translation of different legal and technical documents from Dari and Pashto languages into English and from English into Dari.
- Supervising junior Translators with their related translation works.
- Proofreading and aiding other Translators with their duties.
- Attending conferences related to projects and participating in interpretation.

***Lhasa International Consulting Company***

SENIOR TRANSLATOR August 10, 2009 to March 24, 2013

***Duties:***

- Translation of different documents related to different donors.
- Interpretation during conferences, meetings and focus groups.
- Supervising other Translators with their translation materials in different fields.
- Quality checks on the data collected from the area (phone checks and data crossing) to ensure quality and reliability.
- Translate and analyze the collected data, and incorporate them in databases, district profiles, case studies templates.
- Take part in internal and client presentations and workshops.

***Sanaye Development Organization, SDO***

PROGRAM OFFICER Feb20, 2005to August 2007

***Duties:***

- Responsible for maintaining and orderly flow of information and tasks,
- Help in budgeting by providing estimated costs of material, labor and equipment,
- Preparing reports on client's/Agencies feedback and present it to Program Manager,
- Assisting Program Manager with daily activities,
- Other duties and activities assigned by top management.

***Women Social Activities & Development Agency, WSADA***

ADMIN OFFICER January 2001to February 2004

Translation of different legal and technical documents from Dari and Pashto languages into English and from English into Dari.

***Duties:***

- Assisting the Director with its related works and projects.
- Translating different project related documents.
- Recruiting and motivating employees.
- Holding meetings with Donors
- Coordinating work schedules of the teams

**KEY SKILLS & COMPETINCIES**

- Fast typing of English, Dari and Pashto
- Able to fluently speak and
- Excelling social behavior

**REFERENCES** – Available on request

