

## Ajmal Hamza

📍 Chahar Qala-e-Chahardehi, 6<sup>th</sup> District, Kabul, Afghanistan

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🇦🇫 Afghanistan

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### PROFILE SUMMARY

A dynamic individual with a progressive career of 14 + years in the fields of translation, interpretation, editing, proof reading, subtitling, transcription, media monitoring, admin & HR. Has a long track record of successfully execution of tactically operating plans and worked with some of world's most respected organizations including IRD and USAID. I want to get hold of a challenging position in a professional arena that offers potential for personal and organizational growth where I can show my talent and enhance my skills with full integrity and zest.

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### EMPLOYMENT HISTORY

#### **Senior Translator Afghania Translation Company; Kabul, Afghanistan** *June 2018 – Present*

- Translating various documents such as reports, contracts, letters, legal documents, surveys, researches, technical documents, advertising materials, marketing materials, presentation, and website materials from English to Pashto/Dari and vice-versa.
- Editing and proofreading the translation tasks undertaken by other translators.
- Leading translation related trainings for translators.
- Transcribing and translating video/audio files.
- High quality subtitling of short video clips/movies/documentary.
- Live interrupting of the key official meetings between government and foreign officials. - Managing huge projects of the translation of the international and national donors.

#### **Senior Translator Sayara Strategies; Kabul, Afghanistan**

*Dec 2012 – May 2018*

- Coordinated different projects related tasks with translation across the country by taking on board equality issues at all times in relation to the role.
- Was responsible for the management and control of translation quality and hiring of new employees for the Translation Department.
- Proof read, revise, and check grammar, coherence of translated materials.
- Quantitative/qualitative research material translation.
- Translating and editing of all key documents including legal, organization level contracts documents.

#### **Strategic Communication Advisor Sayara Strategies; Sayedabad, Wardak, Afghanistan**

*July 2011- Nov 2011*

- Was advising district government on implementing a communications strategy that aimed to improve relation between people and district government.
- Facilitated outreach events in the district center and villages.
- Facilitated site visits for DG and other district government officials.
- Developed strategies and plans to achieve the stated goals of the organization.
- Identified and mitigate challenges and obstacles that were preventing successful implementation of the program.
- Prepared detailed reports in accordance to the implementing organization guidelines and policy.

## **Media Monitoring Officer/Communication Officer USAID—AVIPA/IRD; Kabul, Afghanistan**

*Oct 2009 – July 2011*

- Responsible for media monitoring and ensuring that all monitoring databases are updated on a daily basis.
- Administered the company's media monitoring service and supported the publicists in their work.
- Liaised with the press officers to produce daily media monitoring report and distribute them to senior staff.
- Any other task assigned by the supervisor.

## **Translator & Field Reporters AINA Media and Cultural Center; Kabul, Afghanistan**

*Jan 2007 - Dec 2007*

- Assisted media office in the field of local media and social event such as press conferences, social gatherings, photo exhibitions and local media follow-up.
- Was responsible for the distribution of Aina Media Center Publications.
- Monitored media enquiries and ensured that media database is updated on a daily basis.
- Monitored and tracked media coverage relevant to most read issues of the day.
- Selected and archive suitable photographs for the monthly newsletter of AINA Center. - Translating the key reports from Pashto to English and vice-versa.

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## **As Freelance Employment History**

### **As Freelance Translator Midlocalize;**

#### **Egypt**

- Translated various documents such as reports, contracts, letters, legal documents, surveys, researches, technical documents, advertising materials, marketing materials, presentation, and website materials from English to Pashto/Dari and vice-versa.

### **As Freelance Translator Melocalgate;**

#### **Egypt**

- Translated deferent sort of documents such as legal, education, contract, medical from English to Pashto/Dari and vice-versa.

### **As Freelance Translator; Ireland Translation.ie**

- Translated the documents relevant to legal and medical field.

## **PART-TIME EMPLOYMENT EXPERIENCE**

- **Admin Assistant, Regent Construction Company; Kabul, Afghanistan** *Jan 2008 – Oct 2009* -  
**Translator, Hewad Construction Company, Kabul, Afghanistan** *Sept 2005 – Dec 2006*

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## **TECHNICAL SKILLS**

**Tools:** MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet, SDL Trados, memoQ.

**Platforms:** Win XP, Win Vista, ISO, and Win sev7n.

**Trainings:** Translation ■ Media Challenges ■ Human Rights ■ Communication ■ Culture ■ Good Governance

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## LANGUAGES

Pashto, Dari, English

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## EDUCATION

### Bachelor of Law (LLB)

Gawharshad University, Kabul, Afghanistan

2013-2017

### DEL (Diploma in English Language)

Muslim English Language Center, Kabul, Afghanistan

2008-2010

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## REFERENCES

### Bakhtayar Zadran

CEO (Chief Executive Officer); Afghania Translation Company, Kabul, Afghanistan

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