
SUMMARY OF SKILLS

- **Translation & Editing** - Experienced in translating, editing, proofreading, reviewing wide variety of general, ICT based materials, legal, medical, educational, technical documents etc. for English to Bengali or Vice versa with optimum quality.
- **Subtitling & Transcription** – Experienced in subtitling and transcription from English to Bengali language pair with excellent time coding.
- **Interpretation** – Experienced as a consecutive interpreter for removing the language barriers for International NGOs, organizations etc. working in local Bangladesh.
- **Leadership and Teamwork** – Strong leadership skills and the ability to work well as a member of a team were displayed on various work and academic projects.
- **Computer Literacy** – Outstanding computer skills, proficient with Microsoft Office suite including Word, PowerPoint, Access, Publisher and Outlook, CAT tools etc.

WORK EXPERIENCE

Instructor/Teacher

July 2013 – Present

(ICT & English at Bangladesh Adventist Seminary School and College, Bangladesh)

- Provide quality ICT education to the students in my workplace.
- Develop and extract customized resources available for the students.
- Collaborate on ICT based research projects.

Freelance Translator (English-Bengali)

April 2015 – Present

(General, Legal, ICT-based materials, Health, Educational & Technical documents)

- Managed and completed the collection, production, and revision of multiple national and international documents both offline and online based project for English to Bengali, vice versa. And also contributed several web localization projects as well.

EDUCATION

Master of Arts in English

June 2016 – May 2018

Prime University, Dhaka, Bangladesh

Field of study: English Language Teaching (ELT)

- Passed core comprehensive exams in May 2018.
- Thesis: “Barriers and prospects of ELT in context to educational system in Bangladesh”.

Bachelor of Science in Computer Science

July 2010 – June 2013

H.N.B Garhwal University, Srinagar, India

Field of Study: Programing

- Thesis: "Lifi Technology and It's future implementation on the globe".

AWARDS AND CERTIFICATIONS

Non-Government Teachers Registration and Certification (NTRCA), ICT

2016 – Present