



Khasru Faiz

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Profiles

- [linkedin.com/in/khasru-faiz-a51170191](https://www.linkedin.com/in/khasru-faiz-a51170191)
- <https://www.upwork.com/freelancers/~012f6394e83c5d145b>

Professional Summary

Highly skilled and versatile professional with experience in translation, transcription, customer service management, and virtual assistance. Proficient in Bengali language and able to effectively communicate and translate written and spoken content. Proven track record of providing exceptional customer service and support, with experience in managing customer inquiries and complaints. Strong organizational and time management skills, able to handle multiple projects and tasks simultaneously. Committed to delivering high-quality work and exceeding expectations. Looking to leverage my skills and experience to contribute to a dynamic and fast-paced work environment.

Work History

02.2021 - Current

Bengali Transcriptionist

Sigma AI

09.2020 - Current

Trainer and Transcription Reviewer

Linguistix Tank Inc. - Mississauga, Ontario

07.2020 - Current

Bengali Transcriptionist and Reviewer

Eccellente Service Pvt. Ltd. - Noida, Uttar Pradesh, India

01.2023 - Current

Bengali Translator

Boo Enterprises, Inc.

12.2019 - 01.2022

Customer Service Representative

SPV Investments LLC - USA

05.2020 - 08.2020

Bengali Translator, Transcriptionist, and Reviewer

Lingual Consultancy Services - Berlin, Germany

03.2020 - 05.2020

Bengali Linguist

Lionbridge Technologies, Inc. - Navi Mumbai 400708 Mumbai, India

01.2017 - 06.2020

Bengali Translator

Word Publishing - India

06.2022 - 07.2022

Live Chat Support Specialist

Attentive Mobile - California, USA

Skills

- Bengali Translation
- Transcription
- Project Management
- Proofreading
- Data Entry
- Editing
- Document Review
- Customer Service
- Team Building
- Supervision

Education

Expected in 09.2025

Bachelor of Science, EEE, East Delta University - Chittagong, Bangladesh

2020

Bachelor of Science, Applied Physics, University of Chittagong - Chittagong, Bangladesh

Languages

Bengali: Native language

English: C2