

Adnan Khan



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Personal Summary

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. 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.

Areas of Expertise

- Translating legal documents
- Translating presentations and articles
- Translating IEC material for INGOs and NGOs
- Proofreading
- Interpreting Terminology

Education

- **The Skills Fellowship (21st July-25th August 2017)** Skills Force, National Incubation Ceter Pakistan
The 6 week fellowship covered essential leadership skills at the center of digital thinking, emotional intelligence, public speaking and social consciousness.
- **B.Sc. (Hons) in Disasters Management (2012-2016) - (3.9 CGPA)** CDPM, University of Peshawar
It's Bachelor of Science Degree in Disaster Preparedness & Management.
BS Research: Identification of Gaps and Challenges in Emergency Response (A Case Study Of Peshawar City)
- **F.sc Pre-Engineering (2010-2012) -1st Division** Peshawar Public College Peshawar
It's an inter level Certificate which included Physics, Math & Chemistry
- **Secondary School Certificate (2008-2010) -1st Division** Al-Badar model School Shewa Adda Swabi
Secondary School Certificate in Science which included Physics, Math's, Biology & Chemistry.

Work Experience

Freelance Translator on Fiverr and ProZ

Working freelance for different organizations providing translation and interpretation service to clients where needed. It involved converting documents and articles from English language to Urdu, Pashto and ensuring that the finished converted articles relay the intended message as clearly as possible.

Responsibilities:

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from Urdu ,Pashto to English & vice versa.
- Reviewing and proofreading Urdu and Pashto text.
- Conducting face-to-face interpreting.
- Telephone/Zoom call interpreting.
- Working as a translator for Law firms, charities, humanitarian aid organizations and local councils.
- 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.

Key Skills and Competencies

- Familiar with translation software tools.
- Able to fluently speak English, Urdu and Pashto.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Willing to travel and able to work under pressure.
- Able to prioritise work.

Hobbies & Other Interests

Photography, travelling, reading, volunteering, playing cricket and badminton.