



# Hammad Amin

## Professional Freelance Translator

 Muhallah Seri Mayar, District Mardan

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 [Hammadamin97@gmail.com](mailto:Hammadamin97@gmail.com)

- Focused translator with highly developed understanding of English & Pashto language and culture.
- Skilled in quickly and accurately translating written documents with 10+ years of experience for local and international agencies.
- Strong background in terminology, dictionaries and working with individuals and clients of local corporations.
- Maintained meaning and context throughout translated documents.

## Skills

English to Pashto translation Audio translation service	■ ■ ■ ■ ■
English to Pashto editing and proofreading	■ ■ ■ ■ ■
Terminology research	■ ■ ■ ■ ■
Time management	■ ■ ■ ■ ■
Written communication	■ ■ ■ ■ ■
Regulatory Compliance	■ ■ ■ ■ ■
English To Pashto Translation	■ ■ ■ ■ ■
Project Management	■ ■ ■ ■ ■

## Work History

**2013-22 - Current**

### **Freelance Translator**

- Edited translated content to maintain original format, font, and structure.
- Proofread translated text to check for grammar, spelling and punctuation accuracy.
- Cross-referenced specialized dictionaries and translation tool to check quality of translation.

- Delivered translated content in English & Pashto, Urdu preserving original meaning and tone.
- Maintained English & Pashto, Urdu vocabulary directory using CAT Tools.
- Converted text and audio recordings from English to Pashto and vice versa.
- Used translation memory software, including SDL TRADOS, Across, Smartcat, and MemoQ to verify consistency of translation within documents and improve efficiency.
- Maintained knowledge of developments in English and Pashto, Urdu languages to effectively review and update existing translations to conform to contemporary trends in communication.
- Successfully met deadlines and managed high volumes of work.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
- Translated legal, financial, technical documents from English to Pashto, Urdu and vice versa.



## Education

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2011 - 2022

### **Master of Science: In Project Management**











*Abasyn University - Peshawar*

- Intermediate with A1 Grade
- Graduated with 3.4 GPA
- postgraduate with 3.2 GPA



## Software

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Microsoft Word	 Excellent
Microsoft Excel	 Excellent
Microsoft PowerPoint	 Excellent
SDL Trados	 Excellent
MemoQ	 Excellent
Smartcat	 Excellent
Text United	 Excellent
Adobe Acrobat Pro	 Excellent
Across Translator Edition	 Excellent
TheSage VII English Dictionary and Thesaurus	 Excellent



## Languages

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Pashto	 Native
Urdu	 Native



## Interests

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Video Games  
Japanese Manga Series  
Photography  
Travelling  
Anime

Cooking

Horror Movies



## Certifications

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**2021-22**

Translation without Border Contest Certificate, HIPAA Compliance for Remote Interpreters



## Work History

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I have worked with the following Companies with multiple different projects.

1. Saudi Language Service
2. Oncall Interpreters Ltd Third Floor 15 Bowling Green Lane London EC1R 0BD United Kingdom Registered in England No. 8848961
3. The Translation People GmbH Siemensstr. 2-50 53121 Bonn Germany VAT number: DE815671196
4. Business Development Executive Lion Gate for Localization Services
5. NewWorld Trans (NWT) Cairo, Egypt [www.newworldtrans.co](http://www.newworldtrans.co) (+20) 1122-4722
6. Translation without Border Donated 10000 Words.