



# Hashim Pakara

Translator and Proofreader

Your Reliable and Talented Professional Partner

✉ pakarahashim@gmail.com

☎ +919633226997

📍 India

🌐 [linkedin.com/in/Hashim Pakara](https://www.linkedin.com/in/Hashim Pakara)

## WORK EXPERIENCE

### Freelance Translator for Agencies

Ennovatives, Snagmozhi, Knowledgeworks

*Achievements and Tasks*

- Translated documents in English, Malayalam, Urdu and Arabic languages
- Consulted specialized dictionaries and references to identify closest words and phrases
- Communicated with clients following up after submission of works to confirm satisfaction
- Reviewed the translated documents to check for spelling mistake and grammatical errors

### Freelance Translator for Online Marketplaces

Upwork, Fiverr and Freelance.com

*Achievements and Tasks*

- Translated documents to English to Urdu
- Translated Pdf documents from Arabic to English
- Provided verbal summaries of English and Non-English documents for immediate use
- Maintain utmost discretion when dealing with sensitive topics
- Communicated effectively with clients to establish scope and requirements of translation following up after submission of works to confirm satisfaction and understanding
- Consulted specialized dictionaries and references to identify closest words and phrases

### JUNIOR TRANSLATOR

Offline Clients and Local Publishers

*Achievements and Tasks*

- Translated Malayalam Stories to English
- Translated English and Arabic articles and poems to Malayalam
- Translated and subtitled Urdu Youtube videos to English
- Reviewed the translated documents to check for spelling mistakes and grammatical errors
- Continuously communicated with clients to ensure contentment
- Suggested new ideas and help grow online

## EDUCATION

### Bachelors of Arts

University of Calicut

*Courses*

- English Language and Literature

### Post Graduation

Darul Huda Islamic University

*Courses*

- Islamic and western philosophy

## SKILLS

Master in English, Arabic, Urdu Malayalam

Microsoft Office

Excel and Spreadsheet

Time Management

Decision Making

Business Process Understanding

Master in Grammar, Punctuation and Spelling

Content Editing Knowledge

## PERSONAL PROFILE

Highly skilled and experienced Translator with a strong background in translating Documents in English, Arabic, Urdu, and Malayalam. Bringing forth an excellent command of these languages, and a track record of impeccable proofreading, editing and translating. Adept in accurately assessing the context of the material and translating it in an understandable and appropriate way.

Highly skilled in domains such as Website and App localizing, e-Commerce, Education, Technology, and General, helping clients to better understand their rights and position. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

## LANGUAGES

Malayalam

*Native or Bilingual Proficiency*

English

*Native or Bilingual Proficiency*

Arabic

*Native or Bilingual Proficiency*

Urdu

*Full Professional Proficiency*

## INTEREST

Reading

Writing

Researching

Linguistic activities

Travelling

Interest