

Curriculum Vitae

Name: *Mohammad Arshad Raza*

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Translators Café: <https://www.translatorscafe.com/cafe/profile/Languages.asp>

Proz.com: <https://www.proz.com/profile/2907841>

TM-Town: <https://www.tm-town.com/translators/edit>

Translators without Borders:

<https://trommons.org/61486c4d464430566a37444a5a65367a525146655a513d3d3a3abcca3b257688e111f7a98108b5e7feea/key/>

One Hour Translation: <https://www.onehourtranslation.com/dashboard/>

Sex Male | Nationality *Indian*

Native Languages: *Hindi & Urdu*

Areas of activity:

Services				Language Pairs	Daily Output
Translation	Proofreading	Editing	Reviewing	English>Hindi	3000-5000 words
Translation	Proofreading	Editing	Reviewing	English>Urdu	3000-5000 words
Translation	Proofreading	Editing	Reviewing	Hindi>English	3000-5000 words
Translation	Proofreading	Editing	Reviewing	Urdu>English	3000-5000 words
Copywriting		Editing	Reviewing	English>Hindi	1000-2000 words
Copywriting		Editing	Reviewing	English>Urdu	1000-2000 words

Copywriting		Editing	Reviewing	Hindi>English	1000-2000 words
Copywriting		Editing	Reviewing	Urdu>English	1000-2000 words
Trans-creation				English>Hindi	1500-2500 words
Trans-creation				English>Urdu	1500-2500 words
Trans-creation				Hindi>English	1500-2500 words
Trans-creation				Urdu>English	1500-2500 words
Subtitles	Proofreading	Editing	Reviewing	English>Hindi	20-40 minutes
Subtitles	Proofreading	Editing	Reviewing	English>Urdu	20-40 minutes
Subtitles	Proofreading	Editing	Reviewing	Hindi>English	20-40 minutes
Subtitles	Proofreading	Editing	Reviewing	Urdu>English	20-40 minutes
Voiceover	Proofreading			English>Hindi	5-15 minutes
Voiceover	Proofreading			English>Urdu	5-15 minutes
Voiceover	Proofreading			Hindi>English	5-15 minutes
Voiceover	Proofreading			Urdu>English	5-15 minutes
MTPE				English>Hindi	5000 words
MTPE				English>Urdu	5000 words
MTPE				Hindi>English	5000 words
MTPE				Urdu>English	5000 words
Game Localization				English>Hindi	2000-3000 words
Game Localization				English>Urdu	2000-3000 words
Game Localization				Hindi>English	2000-3000 words
Game Localization				Urdu>English	2000-3000 words
Interpretation				English>Hindi	
Interpretation				English>Urdu	
Interpretation				Hindi>English	
Interpretation				Urdu>English	
Transcription			Reviewing	English>Hindi	20-40 minutes
Transcription			Reviewing	English>Urdu	20-40 minutes
Transcription			Reviewing	Hindi>English	20-40 minutes
Transcription			Reviewing	Urdu>English	20-40 minutes

Note: capacities described in the above table means only anyone of them can be executed in a day not all of them at the same time.

Areas of specialization: IT, E-commerce, Marketing, Marketing Research, Life science, Manufacturing, Tourism, Agriculture, Literature, Law, Economics, Banking and Finance, Environment and Ecology, Game, Religions, General Science, etc.

CAT Tools: SDL Trados Studio, memoQ, Memsource, Wordfast, Déjà Vu, MateCat, SmartCAT, XTM Cloud, MetaTaxis, Translation Workspace, etc.

Availability: Full time i.e. 7 days in a week.

My Journey: I was fortunately born in a country which is well known for a unique diversity that enriched me socially, culturally and educationally a lot. It gives me ages over others who are not that much closely associated with various lingo- ethical and socio-religious diversities. I am a native Hindi and Urdu Indian and possess native fluency in reading, writing and speaking English as well as have a good command over Arabic language because I got admitted and started my first day of learning in such an institute where Hindi, Urdu, English and Arabic languages are mandatory subsidiary subjects for every admitted student. Students have to select language after language on year after year basis. I hold (B.A. Pass) degree with the subjects of English, Urdu and Arabic literatures. I hold Master degree in Arabic literature. I have attended several workshops on different issues and have got awarded certificates. I have extensive working experience in the field of translation, localization and academia as well.

I have been a freelancer since the beginning and never employed. I started my career as a content developer for Delhi based several coaching institutions which are providing tuitions as well as study materials both in Hindi and English for different competitive exams including All India Civil Services, States Civil Services, Bank Probationary Officer, Institute of Banking Personnel Selection, Staff Selection Commission, and Railways services etc. I had been part of the content developing teams of several institutions for their distance mode programs.

In 2013, I established myself as a translator and have translated the contents of almost all major subjects including current affairs and news events but pure Physics, Chemistry and Mathematics. I have been working as a Translator, Editor, Reviewer, Proofreader and Copywriter for several national & international translations agencies and companies for over a number of years. Now I am here offering my expertise to you. **My Tagline: Surely excellent quality work within a committed time frame is guaranteed.**

Book Translation: I have translated a number of books in different pairs such as “Look at Me! I’m Learning Hindi” (English to Hindi) for a Chinese client, “Fellow Animals” (English to Urdu) for a UK based translation agency, “Haulail Asdequai” (Arabic to Urdu) for a Malaysian translation agency and “Number Matter”, based on learn with play English to Urdu book.

- Look At Me: (English to Hindi) This is a syllabus book to teach Hindi.

-Scan Docs: (Urdu to English) Containing ancient Ayurvedic and Unani medicine formulas.

Blockchain: I have been following Blockchain technology very closely since its beginning. As I have been a civil service aspirant, I follow every new development in science and technology as well as economy and finance. I have written essays and translated the relevant study materials into several platforms about it. I am well-cultured and experienced for the concerned subject.

Marketing: I have already translated and trans-created a huge volume of marketing contents for a number of products of several online platforms. Contents like advertisements of beauty products, aerated drinks, regions and countries specific cousins as well as product-based description of electronic items, medical equipment and UPI interfaces etc.

Cosmetics & Health: Due to magnificent use and application of beauty products in today's human life, there is a huge influx of content in the form of research papers, advertisements on print and electronic media and product-based descriptions are being translated to lure the Indian market. I have working experience in cosmetics and medicated derma products. I have already translated product-based manuals and descriptions for a number of national and international companies.

Automobiles: I have also translated a number of manuals of Automobiles as well as product base descriptions and advertising contents for many automobile products such as Jaguar, Honda, Toyota, Chevrolet, Ford and Mercedes-Benz, Volkswagen, Mazda, Suzuki etc. I am consistently receiving translation projects, containing articles and research papers related to alternative fuels vehicles such as solar and electric vehicle industries and their developments. Apart from civilian vehicles I did translate a huge volume of contents specifically related to the armed vehicles used for defense purposes.

Market Research: I have translated some Guide and Templates under different titles about how to do market research. I have some regular clients whose contents are based on market research. Although the contents are mostly small in size yet these are regular work and I have a well-acknowledged working experience in this domain.

Medical: Medical translation requires precision and up-to-date technical knowledge. I have vast experience translating medical documents in a wide variety of medical fields and meet the highest level of quality in providing Medical Translation Services.

Pharmaceutical companies, clinical research organizations (CROs), manufacturers of medical and surgical devices, biotech companies and healthcare managers have come to rely on me for translation of their most sensitive documents. I deliver consistently clear and accurate translation of high-value information. In the last few years alone I translated medical documents, clinical data and medical device software in the fields of:

1. Anesthesiology

2. Cardiology

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| 3. Dermatology | 4. Emergency Medicine | |
| 5. Endocrinology | 6. Gastroenterology | |
| 7. Geriatrics | 8. Hematology | |
| 9. Immunology | 10. Infectious Diseases | |
| 11. Microbiology | 12. Nephrology | |
| 13. Neurology | 14. Neurophysiology | |
| 15. Nuclear Medicine | 16. Obstetrics & Gynecology | |
| 17. Oncology | 18. Ophthalmology | |
| 19. Orthopedics | 20. Otolaryngology | |
| 21. Pathology | 22. Pediatrics | |
| 23. Psychiatry | 24. Pulmonology | |
| 25. Radiology | 26. Rheumatology | |
| 27. Surgery | 28. Toxicology | 29. Urology. |

I Provide Medical Translation and Localization for Biotechnology Companies, Multinational Pharmaceutical Companies, Pharmaceutical Manufacturers, Medical Devices Companies, Clinical Research Organizations (CRO). Maximum the content that I have been translating, reviewing, editing and proofreading since the last decade are medical domains. Please find some of them below!

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| 1. Clinical Trial Agreements (CTAs) | 2. Corporate Communications |
| 3. Employee E-learning Training
Community Health | 4. Medical HealthInsurance/ Member Services / |
| 5. Scientific Articles | 6. Informed Consent Form (ICF) |
| 7. Patient Diaries
Insert / Prescribing information | 8. Patient Information Leaflets (PIL) / Package |
| 9. Patient Information Sheet (PIS) | 10. Clinical Outcome Assessments (COAs):Patient
Reported Outcomes (PRO) |

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| 11. Observer-Reported Outcome (ObsRO)
(ClinRO) | 12. Clinician Reported Outcome | |
| 13. Electronic Clinical Outcome Assessments (eCOAs) | 14. Case Report Form (CRF) | |
| 15. Clinical Study Report (CSR) | 16. Investigator's brochure (IB) | |
| 17. Monographs | 18. Pharmacological reports | |
| 19. Protocol
Material, Corporate Communications | 20. Website, Pamphlets, Leaflets, Educational | |
| 21. Patents | 22. Instructions For Use (IFU) | |
| 23. Manuals | 24. Software | |
| 25. Clinical Labeling | 26. Product Leaflets (PL) | |
| 27. Summary of Product Characteristics (SmPC) | 28. Letters to/from authorities (NCAs) | |
| 29. Translation reconciliation | 30. Back-translation | 31. Back-translation review |
| 32. Comparative Review | 33. Cognitive debriefing, Pilot-testing | |
| 34. Readability testing | | |

I have been working as a freelance interpreter in dozens of multispecialty hospitals in the NCR and other metropolitan cities of the country. I have been working as an authentic translator for several national and international companies and agencies in this particular domain since 2013.

Legal: Often I am invited in courts by clients to read the court documents written in Urdu during the British Rule in India. I have depth knowledge of law and legal technicalities. I have translated almost all kinds of contents in this domain. I deal with it in all three English, Hindi and Urdu languages.

Women Empowerment: As an aspirant and mentor of competitive exams I have been consistently following current affairs for almost one and half decades. I keenly follow almost all developments on gender issues and its related dilemma, dogma, a number of biased rituals as well as institutional discrimination, domestic violence and workplace harassment for purpose of deep conceptual clarity and robust understanding so the same can be reproduce at any aspects within a very short span of time during the examinations. I have practiced a lot for essay writing on these topics as well as have translated multiple judgments, a number of reports, surveys, articles and chapters of academic course books.

Business & Corporate: Since 2013, I have been translating a number of Business documents such as business Guidelines, Code of Business Conduct, documents comprising of Corporate Mission, Corporate Objective, Resources, Management Values, Industry Structure, Social Environment, Political Environment, Economic Environment and Technology. Similarly I have translated a number of reports, plans, agreements, policies and surveys. I mention some of them here for your reference; Non-Disclosure Agreement, Operating Agreement LLC, Minutes of Meeting, Employment Agreement, Business plans, Business Reports, Financial Agreement, Transactional Documents, Business Insurance, Partnership Agreement, Co-founder Agreement, Business Pitch Deck, Investor Agreement, Board Resolutions, ESOPs Agreement, Accounting Agreement, Franchise Agreement, Trademark, Compliance Document, Memorandum of Association, Articles of Association, Agreement with Vendors, Client Agreement, Company Policy.

Game Localization: I have been comprehensively reading, passionately playing and closely following ever evolving Video-gaming landscape and industry as well as sharpening my skills of game localization. There is a growing variety of genres and subgenres as game developers are continuously mixing and blending different types of games in new and unexpected ways.

I have been an important part of some joint projects on lexical and semantic typology and worked with linguists, semantics, cognitivists, typologists, and a Neuro-Linguistic Programming (NLP) specialist. I am well cultured and aware these cross-linguistic studies concern semantic shifts at large level, both synchronic and diachronic: the consequence of polysemy, heterosemy, or semantic change at the lexical level.

It has been nearly a decade since I have been working as a translator, proofreader, proof-editor, reviewer and LQA tester for games localization contents. I have translated lakhs of words and performed hundreds of hours of LQA. I have a working experience of almost all major genres and subgenres e.g. Action-adventure, Multiplayer online battle arena (MOBA), Platformer, Puzzlers and party games, Real-time strategy (RTS), Role-playing (RPG, ARPG, and More), Sandbox, Simulation and sports, Shooters (FPS and TPS), Survival and horror, etc.

Summary of Recent Works: I have performed around 150 hours as a LQA tester for the game "Super Sus" in 2022. I have been working as a translator and reviewer for the below mentioned games for years:

League of Legends, Apex Legends, The Titan Games, Sea of Thieves etc.

Recently I have started performing as a LQA tester for the game "Toonstruck"

I have already translated thousands and thousands of words for the famous game consoles Xbox 360, Xbox One S, Xbox One X and Xbox Series X/S as well as applications (games), streaming service Xbox Cloud Gaming, and online services such as the Xbox network and Xbox Game Pass. The work on the project is still going on.

It is also noteworthy that as a linguist I have translated an uncountable amount of words regarding the types of content like Game websites, Game blogs, Game magazines, Gaming hardware, Game-related software, Gaming peripheral products etc.

Frankly speaking, due to paucity of time I have almost not been playing any game for the years. It does not mean that I am not aware of the evolving industry.

I continuously update myself from all major types of developments. Since I have been and am a part of several gaming industry projects, it is unavoidable for a linguist not to be aware of and have not robust knowledge about the developments of the concerned industry.

Economics: Since I have chosen economics as one of my main subjects for competitive exams I have a deep conceptual clarity about it and its allied subjects like Banking and Finance, Accounting and Statistic. Due to a very dynamic academic background I have successfully translated a huge volume of documents related to banking, accounting and finance domains.

User Interface: Since last decade, I have been dealing with all popular types of user interface such as Command-line Interface (CLI), Graphical User Interface (GUI), Web User Interface (WUI), Natural Language Interface (NLI), Virtual Reality User Interface (VRUI). As a linguist, I have already translated, edited, proofread and reviewed a huge amount of content and performed LQA for UI projects. In my career as a technical translator, I have also translated user interfaces for countless pieces of equipment, including numerical control machines, visual inspection equipment, dosing machines, and so on.

Few Examples: Phantom Wallet, iMetrics, TTMP, Utopia USD Stablecoin, Mashreq Neo, Devnagri, CDAC, Bobble AI, HireVue, Magic UI, Software-UI and UA UI strings for the Uber Eats product, Marketing content for Uber.com – Driver, etc.

Human Resources: Domains like HR are very popular and familiar to me. I have friends holding the post of HR Generalist/HR Manager for a long time. They have real time experience. We used to talk and discuss about the nature of our work as a profession time and again. By default, personally I have no working experience as a HR in any entity because I have never been employed in my career. I have worked as a freelancer from the very beginning. But I have a robust study culture and thanks to it, I have translated, edited, reviewed and proofread a huge volume of contents related to Human Resource Management since last decade. Most of the contents on which I have worked can be categorized as the Role of Human Resources, Developing and Implementing Strategic HRM Plans, Diversity and Multiculturalism, Recruitment, Selection, Compensation and Benefits, Retention and Motivation, Training and Development, Successful Employee Communication, Managing Employee Performance, Employee Assessment, Working with Labor Unions, Safety and Health at Work, International HRM, etc.

Languages known: *Arabic, Chinese, English, Persian, Bengali, Hindi, Punjabi and Urdu.*

EDUCATIONAL QUALIFICATION:

Class X-	(1997) from UP Board of Madrasa Education, Lucknow
Class XII-	(1999) from Board of Arabic and Persian Examinations Uttar Pradesh
B. A. (Pass)-	(2005) - Subjects- English (A), Arabic (B) and Urdu from V.B.S Purvanchal University Jaunpur, U.P.
M.A(Arabic)-	(2009) From Jamia Millia Islamia, New Delhi
LLB	Pursuing From Maharaja Suhel Dev University, Azamgarh

OTHER THINGS: Attended the workshops conducted by the ‘NorthCap University’ in two days Advance Regional Workshop on Biological Diversity Laws.

Attended the workshops conducted by the ‘INDIAN DENTAL ASSOCIATION’ in Indraprasth, Purani Tehsil, Sahadatpura, Mau, Uttar Pradesh 275101.

COMPUTER SKILLS: Working knowledge of MS Office, MS Excel, Paint, Photoshop, Adobe, and PowerPoint etc.

Extracurricular Activities: Studying Books, Playing Football and Badminton.

Strengths: Working in a friendly environment with perfection and patience. Always ready to face competitions and take feedback with positive attitude.

Weakness: Poor in reading others handwriting.