

Akbar Shahzad

Contact: 00971-50-8860789



To work in a reputable organization at a challenging position to further enhance my professional career

E-Mail:

translatorandtypist@gmail.com

Skype ID: akbarbold05

Computer Skills

- MS. Office
- MS. In Page
- Hardware and Software
- Loft Speech Google
- AI Media
- InqScribe
- Maximo
- Concept Solution
- ERP

Name :

Akbar Shahzad

Father Name

Pervaiz Jan

Date of Birth:

September 15, 1981

Passport :

GD5142392

Experience

Language pair Eng.<> Urdu

- Translate and write down verbal communication
- Translate and write down Written Communication
- Books Translation and typing
- Proof Reading Urdu and English books
- Typing hand written documents
- Transcribing Videos (English & Urdu)
- Translating and transcribing>> videos
- Translating and transcribing>> Audios
- Simultaneous Medical Interpreter
- Simultaneous translator for Church Service
- Simultaneous translator for HSE Trainings

Companies Worked For.

- ✓ Al Jaber Contracting Company
- ✓ The New Medical Center
- ✓ Fibrex Resource Management
- ✓ Christ Worship Center (Church)
- ✓ Gospel of Grace Church
- ✓ The Evangelical Church Center
- ✓ Motivate Publishers
- ✓ Khalid Book Publishers
- ✓ Medi-Urge (Medical instrument supply company)

Professional Skills

- Good people management skill
- The ability to motivate others, and delegate work
- Teamwork & Analytical ability
- Initiative and decisiveness
- Problem-solving skill and an ability to work on tactile and strategic level.
- Exceptional experience in interpreting medical terms
- Operational knowledge of medical terminology, hospital setting and clinical practices
- Deep knowledge of computer.

Academic Education

✚ Graduation (Bio Medical)

Known Languages

Urdu- Native Language

English – Fluent in Reading, Speaking, Writing and typing

Punjabi – Cultural and Native Language

Arabic - Basic – Writing and Reading and Typing