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# ***SAIFULLAH NAIMATULLAH JAILANI***

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## **Objective**

- To provide exceptional freelance translation services, delivering accurate and culturally sensitive translations while building long-term client relationships based on trust and communication.

## **Educational qualification**

- ❖ (Primary) Dar Ashbal Al-Shohda. (International Islamic Relief Organization Saudi Arabia) - Gilgit-Pakistan.
- ❖ (Medium) Dar Ashbal Al-Shohda (International Islamic Relief Organization Saudi Arabia) - Gilgit-Pakistan.
- ❖ (Third secondary and first secondary) Dar Ashbal Al-Shohda (International Islamic Relief Organization Saudi Arabia) - GilgitPakistan.
- ❖ Diploma (equal to HSSC) in religious Sciences and Arabic language from the Institute of Abu Hanifah high qualification teachers (World Assembly of Muslim youth-Saudi) – Peshawar- Pakistan.
- ❖ Bachelor of Arabic language from International Islamic University in Islamabad, 2011.

## **Work experience**

- Freelance Translator | 2011 - Present
  - Collaborated with multiple Pakistani and international companies, providing high-quality translation services as a freelancer.
  - Translated various documents, including legal texts, technical manuals, marketing materials, websites, and more, ensuring linguistic accuracy and cultural appropriateness.
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- Established long-term working relationships with clients, delivering reliable and timely translations that met their specific requirements.
- Utilized industry-standard translation tools and resources to enhance efficiency and maintain consistency in translation projects.
- Demonstrated exceptional attention to detail, ensuring accuracy and maintaining the integrity of the source material.
- Adapted language and tone of translations to effectively convey the intended message to the target audience.
- Maintained strict confidentiality and professionalism in handling sensitive information shared by clients.
- Stayed updated with advancements in the translation field, continuously improving language skills and subject-matter expertise.

### **Skills & responsibilities**

- Proficient in Internet research and navigation in Arabic, English, and Urdu, facilitating efficient information gathering and sourcing.
  - Exceptionally fast typist in Urdu, Arabic, Pashto, and English, ensuring quick and accurate transcription and translation.
  - Possess basic conversational skills in Turkish, enabling basic communication in the language.
  - Proficient in working with a range of software tools, including MS Word, PowerPoint, Publisher, InPage, CorelDraw, and Photoshop, for efficient document creation, design, and editing.
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### **Translation Skills**

- Extensive translation experience in Urdu, Arabic, Pashto, and English, working proficiently in both directions.
- Specialized in translating news articles and reports from Urdu, Arabic, Pashto, and English, ensuring accurate and timely dissemination of information.
- Proficient in translating and summarizing paragraphs in Arabic, Urdu, Pashto, and English, providing concise and effective communication.

- With a wealth of experience in translation, I have successfully undertaken numerous projects involving Urdu, Arabic, Pashto, and English. Whether it is translating from or into these languages, I possess the expertise to deliver high-quality and accurate translations that effectively convey the intended meaning.
- Moreover, I have specialized in translating news articles and reports, demonstrating a deep understanding of the linguistic nuances and context necessary to accurately convey the information across Urdu, Arabic, Pashto, and English languages. This expertise allows me to provide reliable and precise translations of news content, ensuring that the intended message reaches the target audience promptly and accurately.
- Additionally, I have honed my skills in translating and summarizing paragraphs in Arabic, Urdu, Pashto, and English. Through concise and effective communication, I am adept at capturing the essence of lengthy passages and condensing them into concise summaries while maintaining the core message.
- My experience in translating various types of content, combined with my linguistic versatility, allows me to cater to a wide range of translation needs, ensuring client satisfaction and effective cross-cultural communication.

### **Computer skill**

- Editing schedules and reports with Microsoft office in Urdu, Arabic, Pashto and English.

### **Personal skills**

- Honest
- Hard worker
- Co-operator with staff

### **Interests & hobbies**

- Reading newspaper
- Researchin on Islamic and historical topics
- Writing stories and Columns
- Collecting poetries

**Personal information**

Father's name **Naimatullah**  
D.O.b January 1, 1987  
P.O.B Gilgit / Pakistan  
Address Jageer Baseen, Gilgit, Pakistan  
Languages Shina, Indus-Kohistani, Urdu, Arabic & Pashto, Persian, Kurdish.

**Declaration**

I request to you that kindly give me opportunity in any field to serve your organization.

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