

## **Resume of Khadizatun N. Mukti**

### **Profile**

I am from Bangladesh, studied in Denmark and UK, at some point of my career progression resided and worked in Europe, Africa and finally landed in USA in 2013 - a bilingual professional having successful experience providing services in Human Resources Management, Project Management and Office Administration. My other area of interest/expertise is interpretation and translation from **Bangla to English and English to Bangla in immigration, education, legal, social and environmental activism, healthcare, environment, and business fields**. With this view, I have been providing interpretation and translation services for various law firms as well as for other nationwide Interpreting agencies. I have also translated a research paper (later published as a book) about Child Domestic labor in the context of Bangladesh. While working in different capacities for various international agencies, I have also translated documents in communicating the target group as needed.

### **Freelance Interpreter/Translator today**

**January 2014- till**

- Providing both consecutive and simultaneous interpretation services through on-site, video conferencing and telephone in immigration, education, legal, social justice, domestic violence and environmental activism, business and healthcare.
- Regularly providing simultaneous interpretation services in zoom for public meetings held in the schools under New York City Board of Education (NYCDOE) ranging from Community Education Council District meetings, Middle school Fair Webinar, and Townhalls.
- Providing simultaneous interpretation remotely in zoom for various global networking organization in their regular global committee meetings, webinar and workshops.
- Translating, editing and proofreading of education material for NY schools, research and immigration documents, and web contents on government, politics and healthcare in MemoQ and Smartcat.
- Regularly supporting New York Immigration Coalition in various projects, such as addressing COVID-19 disparities, score webinar with translation, virtual simultaneous interpretation and provided voice in videos.
- Translated research publication from English to Bangla named “CHILD DOMESTIC WORK IN DHAKA-A STUDY OF THE EXPLOYTATIVE SITUATION” both the version Bangla and English have been published and launched by SCFA-Dhaka in collaboration with Anti-Slavery International-London.

**October 2019 – February 2021**

### **Recruitment Coordinator, Department of Peace and Political Affairs United Nations, New York**

- Responsible for the recruitment exercise to include diversified electoral experts in the talent pool. In this project I had to coordinate with other UN entities as they were the legitimate partner and user of the talent pool.

**April 2015 – March 2019**

**Human Resources Officer, Department of Operational Support  
United Nations, New York**

- Provided strategic human resources support and advice on reform management, roster management, recruitment, job design and position classification.

**January 2014- March 2015**

**Customer Services Officer  
BA Express USA Inc.  
New York, USA**

- Provided support and services to meet the customer needs for money transfer and provided interpretation services for the customer and compliance Officer as needed to resolve compliance query/question.

**June 2011-June 2012**

**Project Administrator  
Contact a Family (A registered British Charity)  
London, UK**

- Provided efficient administrative and human resources management support to the Project Manager (PM) to implement project related activities for the families of disabled children.

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**Education**

Masters of Business Administration, University of Wales, Trinity and Saint David, UK  
Masters of Arts in Mass Communications and Journalism, University of Dhaka, Bangladesh

**Accreditation / Certification**

- Post Graduate Studies in NGO Management, Danish Fellowship, Aarhus School of Architecture, Aarhus, Denmark
- Fundamentals of Field Human Resources Certification, Department Field Support, United Nations, New York

**OTHER SKILLS**

- Fluent in Bangla and English
- Skilled IT user of MS Office (Word, Excel, PowerPoint, SharePoint, Outlook), frequent user of CAT tools, Plunet and other project management tools.
- Skilled user of HRIS applications such as PeopleSoft and Enterprise Resource Planning (ERP)
- Having valid NY driving License and willing to travel.