

Muhammad Habib

Translator, Reviewer and Proofreader (English-Urdu)

A dynamic native Urdu speaker, fluent in English and with over six years of written translation experience, independently translated and proofread over 1 million words. Worked with 20+ international and national organizations, covering a wide range of content, from documents to websites. With a background in both Social and Natural Sciences, I have a comprehensive understanding of diverse subjects including medical, pharmaceutical, healthcare, business, finance, cryptocurrency, advertising, marketing, banking, human resources, legal, automotive, IT, software, technical, politics, social sciences, NGOs, government, news, media, and general content. Proficient in using CAT tools like Phrase (Memosource), Crowdin, MateCat, and Smartcat, ensuring translation productivity and consistency. I'm eager to collaborate with **Audio Bridge** to deliver high-quality translations with precision, attention to detail, and timely delivery, contributing to the company's success.



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bit.ly/3wrVeV6



bit.ly/3T6pWeY

CORE ACCOMPLISHMENTS

1 million
(and counting!)
words translated

100%
human
translations

100%
Projects
completed

70%
clients gave
repeat
orders

200+
projects
delivered
on-time

6+ years
of experience
and growing
fast

3k
words daily
translation
capacity

PROFESSIONAL EXPERIENCE

▪ **Freelance Projects with International Organizations**

ProTranslate (Turkey)

May 1, 2022-to-date

Translated, edited, and proofread around 50k words from English-Urdu-English on linguistics, education, marketing, finance, law, environment, and business.

Keystone First Community HealthChoices, Philadelphia (USA)

February 2024

Edited 0.3k words on 'guidelines on Personal Assistance Services for a medical patient'.

Astellas Pharma (Norway)

January 2024

Translated 1.2k words on 'clinical trial of a medicine for the treatment of a disease'.

AmeriHealth Caritas, Pennsylvania (USA)

December 2023

Translated 0.3k words on 'guidelines on Personal Assistance Services for a medical patient'.

County of Ventura (USA)

November-January 2024

- Translated 0.5k words on 'Child family team meeting documentation and action plan'.
- Translated 1.1k words on 'Clinical study of Synchrony Real-world' from Urdu to English.

City of New York, NYC (USA)

December 2023

Translated 0.5k words on 'Installing Solar and Green Roof Systems on NYC Buildings'.

Current city: Lahore, Pakistan

Tongue Translation Services via Smartcat (USA)

December 2022

Post-edited 142 words from English-Urdu on 'different languages used in the world'.

Nesma & Partners (Kingdom of Saudi Arabia)

September 2020

Translated 5k words on 'Guidelines: Maintaining Health and Wellbeing during the COVID-19.'

Instaforex (Cyprus)

May 2020

Translated 3k words on '5 promotional and introductory letters for subscribers'.

Road Haulage Association Ltd. (UK)

January 2020

Translated 5.8k words from English-Urdu on 'A practical guide on how to load trucks so that they are safe and comply with the law'.

G42, United Arab Emirates (UAE)

January 2020

Translated nearly 6k words from English-Urdu for a messenger APP called Totok.

Del Monte Foods (UAE)

September 2019

Translated and proofread a Human Resource Policy of 5k words in English-Urdu.

Abu Dhabi Terminals (ADT), UAE

August 2019

Translated 3k words from English-Urdu on health and safety instructions for employees.

▪ ***Freelance projects with Pakistani Organizations***

Pakistan Institute of Legislative Development and Transparency (PILDAT)

December, 2023-to-date

Consultant (Translation)

Translated the following research reports from English to Urdu:

- 9k words of a research report titled 'Youth electoral participation in Pakistan'.
- 11k words of a monthly 'Update on the performance of democratic institutions' of Pakistan, November 2023.
- 10k words of a research report titled 'Quality of democracy in Pakistan 2023'.
- 5k words of a monthly 'Update on the performance of the democratic institution' of Pakistan, December 2023'.
- 6k words of a briefing paper titled 'Missing young voters of Pakistan'.
- 2.8k words of an issue paper 'Extension of services chiefs' terms'.
- 9k words of an issue paper 'Judiciary and the Parliament'.
- 4.4k words of an issue paper 'A partisan President'.
- 4k words of an issue paper 'Creation of the Special Investment Facilitation Council (SIFC)'.
- 6.7k words of an issue paper 'Mayhem of May 9, 2023 & Impact on Inter-Institutional Relations in Pakistan'.
- 4.3k words of a monthly 'Update on the performance of democratic institutions' of Pakistan for January 2024

Translated and proofread following PILDAT's Urdu publications since 2018 <https://pildat.org/all-pildat-publications>

Indus Motor Company (IMC), Karachi

February 1, 2023-to-date

Translated 2k words on comics of the Human Resource policy of IMC.

Al-Karam Studio, Karachi

December 2021-April 2022

- Translated 16k words on Human Resource policy.
- Translated 15k words on training manuals for Managers and Officers.

Carnelian Islamabad

2020-2021

- Translated 20k words on 'educational surveys.
- Translated 10k words on 'guidelines for Ubank customers'.

Signify, Islamabad

2020-2022

- Translated 5k words on women's empowerment.
- Translated 7k words on Countering Violent Extremism (CVE).
- Translated 2k words on quizzes and surveys on children's education in secondary classes.
- Translated 4.7k words on 3 media talk shows on SDG-16 (Peace, Justice, and Strong Institutions).
- Translated 6.3k words on quizzes for Suzuki Sales Managers, Consultants, and Sales support staff.

▪ ***Freelance Translation Projects with Ms. Maryam Umer, an Individual Freelancer***

2020-2023

Translated/proofread nearly 40k words on Finance, Cryptocurrency, communication, and transport.

▪ ***Regular job at Pakistan Institute of Legislative Development and Transparency-PILDAT Projects Manager/Information & Communication Officer***

July 31, 2017 to November 03, 2023

- Translated and proofread appx. 600k words from English-Urdu of social media, research reports, agendas, manuals, and press releases on Politics, youth, democracy, Inter-Institutional relations, and elections.
- Project Management (Initiation, planning, execution, and closing) and research including drafting of reports.

EDUCATION

University of the Punjab, Lahore, Pakistan-2012

Master of Library & Information Science with distinction, *3rd position (Bronze Medal)*

Government College University (GCU), Lahore, Pakistan-2006

Bachelor of Science (Zoology, Botany Chemistry)

REFERENCES

- **Ms. Irem Akyol**
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Current city: Lahore, Pakistan