

# SHAYED KAMAL SIDDIQI

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## Career Objective

I would like to integrate my following experiences, training and business domain knowledge to add value through my commitment, devotion and sincerity to work and explore my next potentials.

## Experiences

### Transcriber at APPEN for English Language Projects

**September 2021 – Present**

- Independently contracted to evaluate and interpret audio and video dictation, maintaining accuracy, recognizing terminology and discrepancies, and proper formatting to deliver to clients by established deadlines.
- Maintained strict confidentiality and privacy practices across each project with all clients. Upholding established protocols and style guidelines. Striving to meet or exceed daily work expectations.
- Researching to solve spelling and grammatical problems. Prioritizing duties in order to meet deadlines promptly.

### Transcriber at APPEN Bengali Language Projects

**July 2021 – Present**

- Independently contracted to evaluate and interpret audio and video dictation, maintaining accuracy, recognizing terminology and discrepancies, and proper formatting to deliver to clients by established deadlines.
- Promoted from Moderator to QA level within two days of start date, based on performance and total 60 audio/video minutes transcribed.
- Maintained strict confidentiality and privacy practices across each project with all clients. Upholding established protocols and style guidelines. Striving to meet or exceed daily work expectations.
- Researching to solve spelling and grammatical problems. Prioritizing duties in order to meet deadlines promptly.

### Translator at Amazon Projects

**February 2021 - Present**

- Researching to ensure the correct translation is used. Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides. Translation of documents/letters from English to Bengali.
- Reviewing and proofreading mother-tongue text. Revising more junior translators' translations.
- Excellent English speaking and writing skills. Retrieving articles from newspapers, magazines & the internet & translating them into English.

**Freelance Search Engine Evaluator, Social Media Evaluator, Rater, and Content Creator at APPEN** **January 2020 - Present**

Working as freelance individual contractor as follows role:

- Examining the test results, checking the usefulness and relevancy of the web pages in relation to the search queries; investigating the credibility of web pages based on the accuracy of the information depicted; and monitoring constantly the web results.
- Responsible for rating news feed stories based on several different criteria including but not limited to content, impact and entertainment.
- Improving the relevancy of the news feed for a leading global social media platform.
- Review and evaluate online ads. Assess and report quality and content text. Rate web site/content or queries.
- Create and upload photo and video content for several projects to develop AI technology.

**Executive, Fenobiz Technology**

**July 2017 – December 2019**

Responsibilities:

- Performed keyword research. Planned and executed the different SMM, Content Marketing, Guest Posting, Link building strategies and monitor traffic flow to the affiliate websites.
- Executed link building campaigns, content marketing accordingly to achieve targeted SERP rank on google.
- Monitor and administer web analytics dashboards, reports and key reporting tools, and point out key areas of importance in accordance client goals. Documented all customer communication and optimization activity

**Business Analyst, Tappware Solutions Ltd.**

**January 2016 – June 2017**

Responsibilities:

- Business requirement analysis and documentation.
- Module Configuration, Data Conversion, Performance Testing and Customizing.
- Software Requirements Specifications (SRS), Use Case, User Manual and Video Tutorial,
- Content Development, Data Management, System Configuration.

**Professional Training**

❖ **PGD in ICT on ERP Implementation**

**Period: October 2014 – February 2015**

**Place: Bangladesh Computer Council (BCC)**

❖ **Fast Track Future Leader (FTFL) Foundation**

**Period: October 2014 – November 2014**

**Place: Bangladesh Academy for Rural Development (BARD), Comilla**

**Academic Qualifications**

Education Level	Concentration	Institution	CGPA	Passing Year
MBA	HRM	IBA, Jahangirnagar University	2.80 out of 4	2021
BBS	Accounting	National University	59% Avg.	2015
HSC	Business Studies	Govt. Mujib College, Noakhali	3.70 out of 5	2008
SSC	Business Studies	Kabi Jasim Uddin High School	4.69 out of 5	2006

### Special Qualifications

- MS Excel, MS Visio, MS Power Point, MS Word, HTML, CSS and Open ERP.
- Higher Professional Typing Speed.
- Quality writing, Interpersonal, Data-driven and Analytical Research Skills.
- Active Listening Skills, Dedicated Team Player and Detail Oriented.
- Co-founder of “Elite Society” (A charity organization to help root areas poor people)
- Photography, Blogging, Playing Cricket, Badminton, Listening Music and Traveling

### Language Proficiency

<i>Language</i>	<i>Level</i>	<i>Skills</i>
Bengali	Advanced	Mother Tongue
English (USA, UK, Austratian, Indian)	Advanced	Reading, Writing, Listening and Speaking

### Personal Details

<i>Father's Name:</i>	Joynal Abedin
<i>Mother's Name:</i>	Marjahan Begum
<i>Date of Birth:</i>	July 07, 1990
<i>Nationality:</i>	Bangladeshi (By Born)
<i>Marital Status:</i>	Married
<i>Religion:</i>	Islam
<i>Blood Group:</i>	O (Positive)
<i>Height:</i>	5'6"

### Declaration

I declare and ensure that, all information stated in this resume is true. This is also to authorize the organization to verify the information provided in this resume.