

# Haseeb Tariq

Freelance translator, proof-reader, reviewer and content writer  
English-Urdu-Punjabi



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## ABOUT ME

I am a native Urdu and Punjabi Speaker from Punjab, Pakistan and I have a strong grip on the English language as I have spent a major portion of my life in the UK and also completed some diplomas and courses there. I am a translator, interpreter, content writer, an English language teacher, and an avid traveler. I have been doing the translation and interpretation work since Dec 2011 which included work on diverse topics. Along with this, I do proof reading, localization and ghost writing. I am proficient in multiple CAT tools including SDL Trados, MemoQ, xtM Cloud and many others. I am also a published author of a book about my travels in Urdu and my next book is almost ready for publication. I also write in the English language.

## EDUCATION

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|-------------|--|
| 2022        | TYL (Test Your Language) Urdu Certificate  |
| 2022        | EF SET ( EF Standard English Test)   |
| 2020        | TEFL (Teaching English as Foreign Language)<br>International Open Academy                                    |
| 2007        | London Academy of Management Sciences<br>Advanced Diploma in Computing                                       |
| 2006        | London Academy of Management Sciences<br>Diploma in Computing  |
| 2004 – 2005 | Stratford College London<br>Post Graduate Diploma in Business Studies  |
| 2000 – 2001 | University of Agriculture, Faisalabad<br>Masters in Business Administration (Management Information Systems) |

1998 – 1999 University of Punjab  
Bachelors in Arts (Psychology, Sociology)

## WORK EXPERIENCE(S)

Dec 2021 – present Self-Employed Translator & Interpreter

Sep 2021 – present Self-Employed English teacher

Feb 2021 – Sep 2021 Keep Hanoi Clean  
Fashion & Art Expert  
Educating about the issue of pollution through arranging fashion shows with eco-friendly brands and beautification project for the city and workshops.

Dec 2020 – July 2021 Enghouse Homestay  
English teacher, Media manager

Mar 2020 – May 2020 CleverLearn English Centre  
English teacher

July 2020 – Nov 2020 T Nguyen Du Plus International Preschool  
English Teacher

Feb 2020 – May 2020 Phong Nha Eco-Mountain Farmstay  
Sales & Marketing  
Helping bring more customers to the farmstay, improving the social and physical image to align the place with the eco concept as well as the customer experience.

2011 – Present DEFUZE Mag, London, UK  
Editor and content writer

I have been responsible for sourcing quality content, updating the website, dealing with the submissions, organizing & directing shoots and arranging collaborations, interns as well as contributors.

2006 – 2012 Store Assistant

I worked at various positions assisting the day to day running of the store.

2004 – 2006

Promotions II  
Marketing Executive

I sold various TV and internet Packages while working as part of the marketing team.

### LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu | Punjabi

OTHER LANGUAGE(S):

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English

Listening  
C2

Reading  
C2

Spoken  
production  
C2

Spoken  
interaction  
C2

Writing  
C2

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### DIGITAL SKILLS

Adobe Indesign / Adobe PhotoShop / Adobe Lightroom / Adobe PremierPro / Adobe FrameMaker / MS Office / Inpage / Adobe Dreamweaver / MemoQ / RWS Moravia / Meoxlat / Wordfast / SDL Trado Studio / XBench / XTM / SmartCAT / Zoom / MateCat / Crowdin / SubtitleWorkshop

### PUBLICATIONS

Ufaq Kay Us Paar (Travelogue about my travels in Europe)

### INTERESTS

Travel, writing, photography, fashion, reading, hiking