

CURRICULUM VITAE

**Certified English/Farsi/Dari/Pashto/Persian/Arabic
Translator/Transcriber/Interpreter/Subtitling/Voice Over**

Date of Birth: 1984
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<https://www.upwork.com/freelancers/givijo>

Career Summary / Key Qualifications:

With over 10 years of experience in the field of Translation, Interpretation, App localization, Market Research, and Proofreading, my experience includes:

- Translator/Transcriber/Interpreter/Voice Over/Subtitling/Catalogue and App localization
- Commercial, Contracts and Procurement Specialist
- B2B & B2C Marketing Specialist
- Copywriter, Creative Content, Blog, and Article Writer

Professional Qualifications:

Associate's degree	Batumi Shota Rustaveli State University	2014-2018
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Professional Experiences:

2013-2022

Senior Translator/Interpreter/Transcriber/Subtitling

My experiences have been working about;

- Translate and proofread specialized reports like Legal Forms, Commercial Contracts, Birth Certifications, Marriage Contracts, Design Reports, Written Communications, etc., for many international companies.
- Collaboration with many translation institutes worldwide for nearly 10 years as a Certified Translator
- Chief live interpreter at more than 10 international conferences and congress
- Chief interpreter/translator in co-meetings with international parties (Persian/Farsi/Iranian and internationally)
- Good understanding and in-depth knowledge of the Persian/Farsi language and culture
- Focusing on Guidelines, Proofreading, and Editing Documents for Easy Reading;
- Self-Motivation and Enthusiasm for Acquiring Knowledge
- Terminology consistency and Quality Reports (Translation Quality Assessment & Statistics)
- Interpretation of Persian and Arabic travelers, translation of Islamic texts, prayers and Quranic verses into Persian and Arabic and surveys on the Islamic symbols, rituals and pilgrimages.
- Working with top international translation companies as a translator/interpreter like: Native Speaks UK, Bros Translation, Dar Al Marjaan, FCI; The Language Experts, Global Voices, Language Bear, Mars Translation, Prescript Consulting, Translators USA, Scale AI.

2009-2013

Contracts and Procurement Specialist

I also worked as a Commercial Specialist/Contracts and Procurement Specialist with commercial and business management experience. My experiences have been working about;

- Conducting formal tenders including developing tender packages, contract preparation, contract negotiation and award, and post award contract administration in Engineering, Procurement and Construction (EPC) practices.
- Contract and claim management in cooperation with the operational managers to ensure timeliness/conformance to the contract;
- Working with top consulting and manufacturing companies as a Contracts and Procurement Specialist (DMT consulting company, CMC (China), ADAM Company, Statoil (Equinor) Co, Bain & Company)
- Providing feasibility studies and business valuation reports

Languages:

English	Native
Persian (Farsi)	Native
Dari	Fluent
Pashto	Fluent
Arabic	Fluent