

Abdullah Muneeb

Present Address: Street No. 3, Khalis Family, Jalalabad, Afghanistan
Phone Number: +93782814936
Permanent Address: Khalis Family, Jalalabad, Nangrahar Afghanistan

Objectives/Goals

Apply the skills and knowledge acquired through professional and educational experiences to add value to your organization and myself. I am enthusiastic and talented individual, who is ambitious, hard worker and have a passion to excel in career. To make sincere efforts towards building a promising career and to take challenges in life so that I can contribute to the growth and success to your organization that I am working with.

Personal Profile

F/Name : **Naimatullah**
Nationality : **Afghan**
Phone Number : **+93782814936**
Email Address : **abdullahmuneeb1996@gmail.com**

Education

From 09/2020 to Present	International Islamic University Ph.D. in English Linguistic	Islamabad, Pakistan
From 09/2017 to 07/2019	International Islamic University Master in English Literature	Islamabad, Pakistan
From 09/2014 to 08/2017	Institute of Management Sciences Bachelor of Studies in English	Peshawar, Pakistan

Experience

From 04/2018 to 12/2021	UNAMA Senior Translator and Interpreter Target Languages - Dari and Pashto	Nangarhar, Afghanistan
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- Pashto and Dari Translation to English, of legal, IT, Medical, Technological, surveying, Government, Education, Science related Documents
- English To Pashto and Dari
- Experienced translator/ Interpreter, Subtitling, Voice over, Transcription
- Translation & Interpretation of Technical Documentation
- Translation & Interpretation of Medical and Education
- E-training Translation
- Contracts Translation
- Website Translation

- Translation of Softwares, Applications
- Reports Translation
- Medical Questionnaires
- Documentation of purchase tenders
- Material Safety Data Sheets
- Worker's manuals

From 09/2017 to 03/2018

GIZ

Peshawar, Pakistan

Senior Translator and Interpreter
Target Languages - Dari and Pashto

- Translation of Documents
- Interpretation of Audio calls.
- Interpretation of Video documentaries.
- Toto Geo Agricultural Website from English into Pashto and Dari
- Translation of Agricultural Brochures, Presentations, flyers into Pashto and Dari from English and vice versa.
- Transcription of audio and video tapes.
- Interpretations Pashto Language.

From 08/2010 to Present

Freelancer

Worldwide

Translator and Interpreter
Target Languages - Dari and Pashto

- Pashto and Dari Translation to English, of legal, IT, Medical, Technological, surveying, Government, Education, Science related Documents
- English To Pashto and Dari
- Experienced translator/ Interpreter, Subtitling, Voice over, Transcription
- Translation & Interpretation of Technical Documentation
- Translation & Interpretation of Medical and Education
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- Contracts Translation
- Website Translation
- Translation of Softwares, Applications
- Reports Translation
- Medical Questionnaires
- Documentation of purchase tenders
- Material Safety Data Sheets

- Worker’s manuals

Technical Skills

- Expertise in Translation tools
- Trados SDL,
- Smartling
- Google Sheet
- Web development and designing
- Typing
- Windows OS, XP, 7, 8, 10
- Data Entry
- MS Office
- MS outlook
- PDF
- PowerPoint
- Pagemaker/InDesign
- Framemaker
- Access
- Adobe PDF
- Babylon
- Trados Studio
- Memosource

Pair Languages

Language	Translation	Proofreading	Editing	Transcription	Voice Over
Pashto to English	Proficient	Proficient	Proficient	Proficient	Proficient
English to Pashto	Proficient	Proficient	Proficient	Proficient	Proficient
Dari to English	Proficient	Proficient	Proficient	Proficient	Proficient
English to Dari	Proficient	Proficient	Proficient	Proficient	Proficient

References

Available Upon Request