



# TAYYAB NAZIR

📍 Pindi bhattian , Pakistan 52180

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## SKILLS

I,m professional translator in English, Arabic, urdu, Italian, Spanish, French I have 5 years experience in this field

- Copywriting
- Proofreading
- Real-time translation
- OmegaT
- [Language] fluency
- Wordfast
- Reverso Translation
- Cultural understanding
- GlobalLink
- [Location] culture knowledge
- Google Translate
- Memsorce
- Business operations knowledge
- Outstanding attention to detail
- Document evaluations
- Editing skills
- [Type] culture expertise
- Sign language
- Written translations
- Typing [Number]WPM
- Community interpreting

## SUMMARY

Prolific [Job Title] with strong [Language] skills. Manages high-volume clients with exceptional results. Shares knowledge of translation technologies to drive efficiencies.

Meticulous [Language] to [Language] Translator bringing [Number] years' experience in the field. Solid background in [Type] settings to complete diverse translations. Dedicated team player with an in-depth understanding of the culture and people of [Location].

Reliable translator with experience handling diverse source materials. Understands brand tone of voice and client needs. Offers top-quality copywriting and editing expertise.

Adept at keeping the original meaning, style and unique characteristics of original words and documents when completing professional translations. Advanced skills in [Number] languages.

Knowledgeable translation professional specialising in [Area of expertise]. Expert in maintaining language meaning and context for personal and professional documents. Attentive to details to produce accurate, error-free work.

Skilled [Job Title] experienced in simultaneous interpretation and translation of pre-recorded videos. Offers talent for conveying same voice and meaning of original words. Works quickly and confidently in different environments.

Trustworthy [Job Title] with [Number] years of practical experience and dedicated work ethic. Self-motivated to consistently provide first-class results in line with stringent targets and deadlines.

## EXPERIENCE

January 2019 - I currently work here

**Translator Professional Translator** | Pindi bhattian , Pakistan

- Attended regular training to remain knowledgeable on current best practices.
- Provided simultaneous translation services at high-profile meetings and events.
- Commissioned external translation services for specialist projects.
- Conducted in-depth research to meet specialist translation project requirements.
- Translated live recordings in real-time with accuracy and composure.
- Inspected translations word-for-word for grammar and spelling faults.
- Estimated costs and provided quotes based on project length and complexity.
- Proofread documents to remedy terminology and vocabulary errors.
- Kept translation equipment in good working order for reliable services.

- Evaluated performance data to improve translation service and delivery planning.
- Operated simultaneous interpretation equipment appropriately for reliable results.
- Consulted with specialists to obtain information on technical information translation.
- Worked with sensitivity across emotive translation topics and circumstances.
- Checked phraseology with technical staff to deliver correct translations.
- Produced a daily output of [Number] translated words per day.
- Monitored translation quality of contractors and external providers.
- Used appropriate presentations or visual aids to assist in translating large speeches during conferences.
- Obtained information on appropriate terms, phrases and words from specialist dictionaries.
- Maintained focus under pressure to deliver accurate translation services.

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## EDUCATION

March 2019 - April 2020

**Diploma of Higher Education**

GCT, Pindi bhattian

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## LANGUAGES

**English:** First language

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## CERTIFICATIONS

- Level [Number] [Area of certification]
- [Area of certification] certified