

# CURRICULUM VITAE

## PERSONAL INFORMATION

**Name:** Muhammad Yaquob

**Father Name:** Muhammad Khan

**Address:** Fareed Town, near Chinar Market, Jhangi Syedan, H-15, Islamabad – Pakistan.

**Email:** [yaquob\\_2007@yahoo.com](mailto:yaquob_2007@yahoo.com) / [yaquob.sss@gmail.com](mailto:yaquob.sss@gmail.com) / [yaquobsrca@hotmail.com](mailto:yaquobsrca@hotmail.com)

**Cell:** +92 333 9192987

**Gender:** Male

**Marital Status:** Married

## CAREER ACCOMPLISHMENT — TOTAL EXPERIENCE: 22 YEARS, 1 MONTH

### SECRETARY TO OFFICE DIRECTOR

*King Salman Humanitarian Aid & Relief Centre -  
KSrelief [Pakistan Office, Islamabad]  
May 2018 – Present*

### SECRETARY REGIONAL DIRECTOR

*Custodian of the Two Holy Mosques' Relief  
Campaign [Regional Office, Islamabad]  
November 2006 - Present*

- Greeting visitors and callers, handling their inquiries, and directing them to the appropriate person(s)/department(s) according to their needs.
- Performing a variety of Secretarial and Administrative assignments as per requirement of the Regional Director office.
- Organizing and maintaining records of all correspondences both in paper and electronic filing system in an easily accessible manner.
- Preparing outgoing mails, meeting notes, and routine correspondence, both in **English & Arabic** and locating and attaching appropriate files to incoming correspondence requiring replies.
- Receiving and distributing incoming mails, reviewing, and evaluating mails for identification of the items requiring priority attention of the Regional Director.
- Opening, reading, routing, and distributing incoming mail and other materials, and preparing answers to the routine correspondence.
- Coordinating and arranging meetings of the Regional Director inside and outside the organization.
- Organizing and maintaining diaries and making appointments for Regional Director.
- Dealing with correspondence and writing letters, taking directions and minutes of the meetings.
- Assisting the Acting Director in following up the assignments in the absence of the Regional Director.
- Serve as back-up administrative support for other colleagues in the absence of their Administrative Assistants.
- **Native/bilingual proficiency of Pashto (Pushto), Urdu, English, and Arabic languages both written and spoken and translating incoming and routine correspondence from and to these languages.**

## UNIT IN-CHARGE (BOYS WING) + SENIOR INSTRUCTOR

*Peshawar Children Academy (PCA) [Hayatabad, Peshawar]*

*April 2005 - November 2006*

- Teaching Physics, Mathematic and/or English.
- Monitoring all the activities of the unit.
- Proper management of the unit daily subjects and teachers' timetable.
- Effective management of the official data in a good filing system.
- Arrangements of regular meetings on different issues concerning the unit.
- Reporting the activities of the unit to the head of the academy on daily basis.

- Maintenance of the teacher's daily attendance.
- Playing a key role in creating a productive atmosphere b/w the staff and the higher administration.
- Proper managements of monthly tests and term examinations.

### **SECRETARY REGIONAL DIRECTOR**

#### ***Saudi Relief Committee for Afghanistan – SRCA [Regional Office, Peshawar]***

***June 2002 - July 2004***

- Effectively managed the SRCA official data in a good filing system both in hard and soft form.
- Wrote different kinds of letters including official letters, Memo, and Reservation letters etc.
- Prepared different kinds of work contracts made between SRCA and other NGOs.
- ***Translated different kinds of official documents from Pashto, Urdu, & Arabic into English and vice versa.***
- Attended several meetings in SRCA representing the concerned department.
- Effectively arranged the appointments of the Regional Director of SRCA.
- Received guests and directed them to their concerned departments or officers.
- Reported the activities of the Head Office of SRCA to the Regional Director on daily basis.
- Received reports based on different projects of SRCA from the branch offices in Afghanistan and presented them to the Regional Director as well as the Executive Director once every week.
- Controlled the local destination as well as international flights of the key personnel of SRCA, especially the Regional Director.

### **SENIOR INSTRUCTOR & PRINCIPAL**

#### ***Al-Huda Educational Academy [Peshawar, Peshawar]***

***September 2000 - June 2002***

- Taught different subjects (English, Science, Arabic etc.) to students of different level
- Managed financial record of the Academy.
- Completely maintained the syllabus of the Academy throughout the year.
- Effectively managed different kinds of official data in connection to the Academy.
- Played a key role in proper advertisement of the Academy in the society.
- Controlled and checked the attendance record of the Academy's Teachers/Instructors.
- Made sure the Constructive understanding between the staff and management of the Academy.
- Managed all the activities of the Academy.
- Attended several meetings representing the Academy.

### **SENIOR INSTRUCTOR & PRINCIPAL**

#### ***IMS EDUCATIONAL ACADEMY***

***February 1998 - June 1999***

- Successfully taught different subjects to students of different grades/levels.
- Worked for bringing the Students of the Academy up to the class level in a very shortest possible time.
- Managed financial record of the Academy.
- Completely maintained the syllabus of the Academy throughout the year.
- Effectively managed different kinds of official data in connection to the Academy.
- Played a key role in proper advertisement of the Academy in the society.
- Controlled and checked the attendance record of the Academy's Teachers/Instructors.
- Made sure the Constructive understanding between the staff and management of the Academy.
- Managed all the activities of the Academy. 9. Attended several meetings representing the Academy.

## **EXPERIENCE AS A TRANSLATOR, EDITOR, PROOFREADER, TRANSCRIBER, SUBTITLER & VO**

### **Full-time, Part-time & Freelancer**

#### **INTERNATIONAL CLIENTS:**

1. Registered freelance translator, editor and proofreader with **Abby Trans**, 31548 Upper MacLure Abbotsford Rd, BC V2T 5P1, Canada for the provision of professional services.
2. Registered freelance translator, editor and proofreader with **Acclaro Inc.**, 1 Bridge Street Suite 31 Irvington, NY 10533 1.914.468.0200, USA for Urdu language.
3. Registered freelance translator, editor, & proofreader with **TransPalm translation and localization agency**, headquartered in Cairo, Egypt for Pashto (Pushto), Urdu, English & Arabic languages and have completed a number of projects for them.
4. Registered translator, transcriber, editor & proofreader with **LingvoHouse Translation Services Limited of 131/133 Cannon Street, London, EC4N 5Ax, UK** for Pashto (Pushto), Urdu, English & Arabic languages.
5. Registered freelance translator, editor & proofreader with **NLC Translations LLC | HQ: Dallas, Texas | Miami, Florida | New York, NY | San Diego, CA**, for Pashto (Pushto), Urdu, & Arabic to English and have recently completed more than 50 translation projects for them in all the above languages.
6. Registered freelance translator, editor & proofreader with **D.A Languages Ltd, Manchester, United Kingdom**, for English to Urdu and Urdu to English.
7. Registered freelance translator, editor, & proofreader with **Transparent Business Solution, United Kingdom**, for Arabic/English to Urdu, Pashto pair of languages.
8. Registered freelance translator, editor, & proofreader with **TransHome Translation Services, Cairo Egypt** for English to Pashto pair of languages and have completed one project for them.
9. Registered freelance translator, editor, & proofreader with **All Locatrans, Egypt** for English to Pashto, Urdu, and Arabic languages and have completed a number of projects for them.
10. Registered freelance translator, editor, & proofreader with **Planet-Tongue Egypt** for English to Pashto & Urdu and completed some translation and revision projects for them.
11. Registered Freelance Translator with **EPIC Translations USA** for English to Pashto & Urdu and have completed one proofreading/editing project for them.
12. Registered freelance translator, editor, & proofreader at **Sawa-Tech, Cape Town, South Africa**, for translation, editing and proofreading services from English to Pashto, Urdu and have completed more than 100 translation projects for them.
13. Registered freelance translator, editor, & proofreader at **ZAB Translation Solutions USA** for English to Pashto pair of languages.
14. Registered freelance translator, editor, & proofreader at **BayanTech Egypt**, for English to Pashto & Urdu and have completed a number of translation projects for them.
15. 8. Registered freelance translator, editor, & proofreader at **LocaDifferent.com, Egypt** for English to Urdu and Pashto and have completed a number of translation projects for them.
16. Registered freelance translator, editor, & proofreader at **Translated.net, Italy** for English to Urdu, Pashto, and Arabic languages pairs and have completed a large number of projects for them.
17. Registered with Trans **Gulf Management Consultants, UAE** for audio/video remote interpretation from Urdu, Pashto & English into Arabic and vice versa.
18. Registered freelance translator, editor, & proofreader at **Language on Demand, Washington DC**, for English to Urdu.
19. Registered freelance translator, editor, & proofreader at **Linguava Portland**, for Pashto, Urdu, Arabic and English languages.

20. Registered freelance translator, editor, & proofreader at **Global Listings Translation, London**, for Pashto, Urdu, Arabic & English languages.
21. Registered freelance as a transcriber, translator, editor, proofreader at **MSS Cape Town, South Africa** for Urdu, English, and Arabic languages and have completed a number of transcription projects for them.
22. Registered freelance translator, editor, & proofreader at **UAB Synergium, Lithuania**, for English to Arabic Pair of languages and have completed a number of projects for them.

#### **PAKISTAN-BASED CLIENTS:**

1. *Working as a full-time professional Translator for my current employer [KSRELIEF/CTHMRC] since 2006 till date for translation of routine correspondence, contract agreements, and project reports from Urdu and English into Arabic and vice versa.*
2. **Translated a large number of newspapers clippings [from Urdu & English into Arabic]** published in the local newspapers during the years 2010, 2011 and 2012 about the activities of my current employer [CTHMRC].
3. **Translated several projects books for my current employer [CTHMRC] from English into Arabic** in addition to **translating the website of the organization from Arabic to English.**
4. Registered Freelance Translator with **Mali Translation & Adaptation Services [Lahore Pakistan]** for Translation and Proofreading Services in Urdu, English, and Arabic languages.
5. Working as a **Part-time Translator for DAR-UL-ILM**, a registered company based in Islamabad and providing services in the field of Publishing, Printing and Translation in the languages of Urdu, English, and Arabic. The translation department of the company is accredited and recognized by the Foreign Missions in Islamabad especially those of the Arab countries since 1980. I have been translating legal and commercial documents and various types of contracts, letters, and other documents from and into Arabic, English, and Urdu languages.
6. **Worked with Institute of Arabic Language, Islamabad Pakistan as Arabic to English Translator and vice versa.** The institute is a well-known and accredited center for Arabic language and offers courses in Arabic language and is managed by Prof. Dr. Obaid-ur-Rahman, a Ph.D. scholar attached with the faculty of Translation & Interpretation of International Islamic University, Islamabad.
7. **Helped a number of Ph.D. students of International Islamic University – Islamabad, Pakistan by translating the Synopsis of their Ph.D. from Arabic to English for onward submission to the University Management.**
8. **Working as a part-time translator (on case to case basis) for University of Management & Technology Lahore, Pakistan for translation from Urdu and English into Arabic.**

#### **EXPERIENCE IN MEDICAL DOMAIN:**

1. Translation of **COVID-19** related documents, brochures, informative pamphlets, and other similar documents [approx. 150k - 200k words] for Government of Denmark via client in South Africa since the onset of CORONA Pandemic in 2019 till the Booster stage of vaccination was started.
2. Translation of Informative Pamphlet [approx. 3000 words] of **Coronary Artery Disease (CAD)** & the procedure for Treatment of CAD for a local client in Pakistan.
3. Translation of a Letter to Community [approx. 1000 words] for awareness from **COVID-19** for Lakeridge Health and Durham Region, England.
4. Translation of Letters [approx. 2000 words] for Taking Parents Inputs regarding compensatory education/recovery services for students with **IEPs** who receive special education and related services at Howard County Public School System, Columbia.
5. Translation of Patient Referral Form [approx. 1000 words] for taking COVID-19 Test at OHSU (Oregon Health & Science University) Health, Oregon, USA.

6. Translation of Letters [approx. 2000 words] for National Deaf Child & Adolescent, Mental Health (North) Services, NHS UK, for conducting parents-teachers' meetings for students from Grade-3 to Grade-8.
7. Translation of Department Brochures [approx. 3000 words] pertaining to a variety of issues of Senior Citizens/Old Persons in USA who get Private Insurance, Medicare, Medicaid & Managed Long-Term Care.

## **EXPERIENCE OF CAT TOOLS**

- **Extensive experience of using following CAT Tools:**

❖ **SDL TRADOS STUDIO 2019, MEMSOURCE, SMARTCAT, TRANSTOOL, MATECATE, TRANSFORM, XML, XTM, TRANSLATION WORKSPACE, InQA Review Tool etc.**

## **EDUCATIONAL QUALIFICATION**

1. **SPECIAL DIPLOMA IN ARABIC LANGUAGE**  
National University of Modern Languages (NUML), Main Campus, Islamabad  
[June 2007]
2. **F. SC. PRE – ENGINEERING DEGREE** [02 years College Education]  
Government College Peshawar, Peshawar – Pakistan  
[July1998]
3. **SECONDARY SCHOOL CERTIFICATE EXAMINATION** [10 years School Education]  
Board of Intermediate & Secondary Education, Peshawar  
[April 1995]
4. **ONLINE ENGLISH PROFICIENCY TEST**  
Expert Rating an ISO 9001-2000 certified company offering online certification and training services to individuals and companies in over 60 countries  
[2008].

## **CERTIFICATE COURSES**

- **Certificate in Typing Training Course** from Peshawar Type & Shorthand Commercial College Asia Gate Peshawar City @ of (60) words per minute (2005)
- **Certificate in Visual Basic** form COMSATS Computer Institute obtaining Grade "A" (2004).
- **Certificate in Web Animation & Graphics** from CECOS Data Institute Peshawar obtaining Grade "A" (2003).
- **Certificate in Office Automation** from CECOS Data Institute Peshawar obtaining Grade "A+" (2002).

## **SPECIAL ACHIEVEMENTS**

- I have **been Vice-Captain** of the School Cricket Team.
- Obtained a **Driving License** from **Islamabad Traffic Police** - Pakistan.
- Honored with a **Best Employee Certificate** by the Management of **SRCA**.
- Honored with a **letter of Best Performance & Good Conduct** by the Management of **SRCA**.
- Honored with a **Best Management Certificate** by the Management of **PCA**.
- Honored with a **Certificate of Most Regular & Punctual Teacher** from **PCA**.
- Honored with a **Certificate of Performance for Extending Excellent Efforts for the Cause of Promotion Relief Work** by the Management of **SPAPEV**.

## **LANGUAGES PROFICIENCY**

- **Arabic** (Bilingual with Professional working proficiency)
- **English** (Bilingual with Professional working proficiency)
- **Urdu** (Native or bilingual proficiency)
- **Punjabi** (Native or bilingual proficiency)
- **Pashto** (Native or bilingual proficiency)
- **Dari** (Native or bilingual proficiency)

## **SKILLS & EXPERTISE**

- Pleasing personality.
- Proven experience as an administrative assistant, virtual assistant or office admin assistant.
- Knowledge in dealing and communicating with different people.
- Vast knowledge in record keeping.
- Sufficient knowledge of using different computer applications.
- Able to do multi-tasking with meeting deadlines.
- Attentive and very keen to details and problem-solving skills.
- Proficient in MS Office and Windows Operating System Environment.
- Excellent written and verbal communication skills
- Strong organizational and time management skills with a proven ability to prioritize and work independently.
- **Have Native/Bilingual proficiency of Pashto (Pushto), Urdu, English, and Arabic languages both written & spoken with rich of translation, editing, & proofreading works.**

## **EXTRA COMPETENCIES**

- Microsoft Office
- PowerPoint
- Microsoft Word
- Microsoft Excel
- Outlook
- Using Photocopier
- Digital Cameras
- Scanners
- Fax Machine
- Installation of different kinds of Software including Win 98/2000/Xp
- Operating different Computer Programs/Packages

## **REFERENCES**

Will be provided on demand