

Hafiz Ata-Ur-Rehman Dar

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Freelance Translator & Interpreter of Urdu, Punjabi, Arabic and English Languages

I am a self-driven and result-oriented professional with excellent communication and interpersonal skills, prepared to offer diligence, dedication, and ingenuity.

Language Services

*Translation, Interpreting, Proofreading/Editing
Consecutive, Liaison and Telephone Interpreting*

Working Languages

*English > Urdu/Punjabi (Pakistani Dialect)
Urdu/Punjabi/Arabic > English*

Specialised in

Detached Text: Law, UN charters, Legal Contracts, etc.

Involved Text: Media, News, Editorials, Opinions, Prose, etc

Worked as an Urdu/Punjabi Interpreter in the last 5 years with the following UK's Sectors

Council Departments - e.g. Housing, Education, Social Work

Health Service - e.g. Hospitals, GPs, Dentists, Opticians)

Legal services - e.g. the Scottish Refugee Council and the Citizens Advice Bureau, Crown Courts, Ethnic Minority Law Centre (EMLC), Police Interviews, Court Cases, Probation Service, Prisons, Solicitors, Social Security Tribunals, Mental Health Tribunals, Immigration & Asylum and Charity Commission.

Simultaneous, Consecutive, Liaison and Telephone Interpreting.

Recent Translation Projects

Business: Market research Questionnaires, Business Letters, Leaflets, Company Presentations, Press releases etc.

Legal: Tenancy Agreement, Job Contract, Mobile Contracts, and Hostel's Rules and Regulations, Health and Safety Regulations, In-flight brochures, etc.

Medical Pamphlets: HIV, Infertility, Menopause, Diabetics, Leukaemia, Medical Reports, Sleep Apnoea; Snoring, Block Nose, Pregnancy Report etc.

Politics: Political Speeches, News, etc.

Retail Products Leaflets: Carpets; Wool, Polypropylene, Nylon, etc. Laminate and Vinyl Floorings
Furniture, Under-layers, etc.

Technical: TV/Mobile Manuals, IT: Software (localization, User Guides), Websites.

Employment History

August 09

Carpet Right PLC, London, UK

Assistant Manager

2006-2008

The City of Edinburgh Council

The Interpreting & Translation Service (ITS), Edinburgh, UK

Punjabi/ Urdu Translator/ Interpreter

Nov 03-Mar04

Elite College, Kingston Campus, Surrey, England, UK

Taught English language classes to foreign students of varying levels

Nov97-Nov 98

Al-Qalam Collage, Lahore, Pakistan

Taught Arabic and Punjabi to Under and Post Graduate Levels

Summer 1997

International Islamic University Islamabad (IIUI), Pakistan

Lecturer of Arabic Language

Feb 97-May 97

National Institute of Modern Languages (NIML), Islamabad, Pakistan

Arabic Language Teacher

Education and Professional Qualification

2005-08

Heriot-Watt University, Edinburgh, UK

MSc in Translation & Technology

Summer 05

Language Centre, University of Jordan, Amman, Jordan (2005)

Advanced Arabic Language Course for ESOL

2003

University of Cambridge, UK

Certificate in Teaching English to Speaker of other Languages (CELTA)

2001- 2002

Crawley Collage, Crawley, West Sussex UK.

Certificate in Advanced English (CAE) + TEFL

1995-1997

Quad-e-Azam University, Islamabad, Pakistan

M.A Arabic

1992-1994

Punjab University, Lahore, Pakistan

B.A in Urdu, Arabic, Persian, English Language & Literature

1993

National Institute of Modern Languages (NIML), Islamabad, Pakistan

Diploma in Interpretership

Subjects Studied from School to 1st Degree Level

*Urdu, Arabic, English, History, Physics, Chemistry, biology, Mathematics, Statistics, Economics
Commerce, Management and Accounting*

Membership

Proz.com. www.proz.com/profile/788831

Registration

The Interpreting & Translation Service (ITS)

The City of Edinburgh Council, UK

Equipment/ Softwares

Fax, PC, Internet, e-mail

MS Word, Excel, PowerPoint, In-Page (Urdu),

Able to provide Gif and PDF Files

Rates

Translation

£65.00 per **1000** Source Words - (Minimum Charge **£25.00**)

Proof-reading/ Revision - **£25.00** per hour

Interpretation

£25.00 per hour. Travelling: **£15.00** per hour (Minimum Fee **£75.00**)

Travelling Cost: **£0.40** per mile plus parking fees Or Public Transport Fares

Telephone: **£15.00** every **15** minutes