

Adam Khan

Kabul, Afghanistan

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Objectives

To accomplish the higher level of client and customer satisfaction with my sound knowledge and proficiency of English, Pashto and Urdu languages. Able to provide a perfect translation of the subjects and promote the services offered by the organization.

Utilizing my skills and abilities to achieve professional growth while being resourceful innovative and flexible, to add value asset to your esteem organization as an active member

Qualification

M.COM (Master of Commerce) from the University of Peshawar, Pakistan.

B.COM (Bachelor of Commerce) from GCMS (Government College of Management Sciences) Peshawar, Pakistan.

D.COM (Diploma in Commerce) from The Muslim Post-Graduate College of Commerce and Management Sciences Peshawar, Pakistan.

DIT (Diploma in Information Technology) from Creative Mind Innovator (CMI) Institute Peshawar, Pakistan.

Microsoft Office from **CMI** (Creative Mind Innovative) Institute Peshawar, Pakistan.

Six-month English Conversation Course from Kabul English Language & Computer Center

(**KELC**) Peshawar, Pakistan.

Six-month English Conversation Course from American English Language & Computer Center (**AELC**) Peshawar, Pakistan.

Certificate in Typing Training Course from Commercial College Asia Gate Peshawar, Pakistan.

Experience

Translator, Interpreter, Transcriber & Proofreader: (Pashto, Urdu and English)

Duties and Responsibilities:

I'm a multilingual freelance translator, interpreter, transcriber and proofreader with more than 5 years' of professional experience in translating, interpreting, transcribing & proofreading English to Pashto, English to Urdu and vice versa. I'm a **native** Pashto translator, interpreter, transcriber & proofreader. By providing translation, interpretation, transcription and proofreading services to the respected clients since 2017. I can translate, interpret, transcribe & proofread a variety of legal, commercial, educational, medical, financial, IT, technical documents and audios/videos as well. I hold a master degree from a reputable and recognized university & 2 years of English language linguistics diploma. I provide the following services but are not limited to;

- *Pashto translation & localization, interpretation, proofreading, transcription and voice-over.*
- *Urdu translation & localization, interpretation, proofreading, transcription and voice-over.*
- *English translation, interpretation, proofreading, transcription and voice-over.*
- *Translation of brochures, presentations, manuals, flyers from English to Pashto and Urdu and vice versa.*
- *Conversion of documents (PDF, Word, Excel, PowerPoint etc.)*
- *Translation of documents (PDF, Word, Excel, PowerPoint etc.)*
- *Translation of press releases from English to Pashto and Urdu*
- *Translation of website editorials from English to Pashto and Urdu*
- *Transcription of audio and video taps*
- *Data Digitization*
- *Data Annotation*
- *Research, web research*
- *Presentation designing*
- *Processing of text layout*
- *Machine Manuals Translation*
- *Other tasks assigned by the clients*

Technical Skills

- *Expertise in CAT tools*
- *SDL Trados Studio,*
- *MateCat*
- *Memsources*
- *MemoQ*
- *ATMS*
- *Voice Over*
- *Translation Workspace*
- *MS Word Template Creation*
- *MS Word Editing*
- *MS Office Package*
- *MS Word*
- *MS Excel*
- *MS PowerPoint*
- *MS Outlook*
- *Typing 65 WPM*
- *Windows Installation*
- *Google Sheet*
- *Adobe PDF*
- *Data Entry*

Core Competencies

- *Technical skills*
- *Translation skills*
- *Leadership skills*
- *Technical Writing and Drafting skills*
- *Information collection and management*
- *Excellent communication skills*
- *Creativity*
- *Problem-solving*
- *Decision Making*
- *Attention to details*
- *Initiative*
- *Critical Thinker*
- *Proactive and well mannered*
- *Self-motivated and dynamic*
- *Efficient, effective and well finisher of any tasks assigned by the client*

Languages

English > Strong, Professional level

Urdu > Strong, Professional level

Dari > Intermediate

Pashto > Native