



Ehsan Mirzaei

Freelance Translator

YEARS AT THIS JOB

5

AREAS OF EXPERTISE

- Language Service Provider
- Translating All Types Of Documents
- Typesetting
- Proofreading
- Interpreting

CERTIFICATES

- SDL Trados Workshop
- Academic Paper Translation
- Interpreting Workshop
- Basic concept of Translation Studies
- Academic Paper Writing

PERSONAL SKILLS

- Team spirit
- Efficient written-ability
- Flexible
- Ability to adapt to-multicultural issues
- High sense of-responsibility
- Faithful and realible

PERSONAL DETAILS

Ehsan Mirzaei
 Feb 23,1992
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PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate various written documents from a source language to a target language and vice versa. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

Freelancer 2012-Present

Working as a freelance and providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible. and highly committed to deadlines.

Trading Company Baniasadi Commerce

Translator and interpreter 2016-2017

Duties:

- Researching legal & technical phraseology to ensure the correct translation is used
- Translation of documents/letters and contracts from English language to Farsi & vice versa
- Reviewing and proofreading mother-tongue text
- Arranging business meetings/negotiations and oral interpretation
- Making business phone calls
- Excellent English speaking and writing skills
- Retrieving articles from newspapers, magazines & the internet; translating them into English.and vice versa

Proz member since 2012

KEY SKILLS AND COMPETENCIES

- A good command of CAT tools (e.g., Trados)
- Highly skilled in , Adobe Photoshop, Word, Excel and PowerPoint
- Able to fluently speak English
- Excellent communication and social skills
- Able to work long hours
- Willing to travel and able to work under pressure
- Reasonably competent to prioritise work

ACADEMIC QUALIFICATIONS

BA English Translation Studies
 Vali-e-Asr University 2010 - 2014

High School Literature and Social Sciences