

NOSHEEN ASIM

114 New Pines Trail, Brampton, ON L6Z 0H7 | (647) 939-1276 | nosheenaasim@hotmail.com

Professional Summary

Accredited Multilingual Urdu/ Hindi/Punjabi Interpreter, Translator, Analyst and Educationist with over 20 years of successful experience in teaching and interpretation. Recognized consistently for performance excellence and contributions to success in the teaching and interpretation industry. Strengths in teaching and language analysis backed by training in English Literature.

Skills

- Studied Urdu Literature & Language till grade 12.
- Skilled interpreter & translator.
- Extensive knowledge of the immigration system, community services & programs, resources & outreach practices.
- Expert in MS Office, Outlook, Web browsing & HLT.
- Ability to work independently & as a part of a team.
- Excellent planning, organizational & management skills.
- Outstanding interpersonal & communication skills.
- Effective report-writing ability & program evaluation.
- Flexible to work evenings or on weekends.
- Clean police record.

Work History

Urdu/Punjabi to English Translator 02/2018 to Current

CUZ Translation Inc. – Toronto, ON

- Reading material and researching industry-specific terminology.
- Converting text and audio recordings in one language to another.
- Ensuring translated text conveys original meaning and tone.
- Expert in translating birth certificates, passports, legal and medical documents.

Urdu/Hindi/Punjabi to English Interpreter 11/2017 to Current

CanTalk Canada – Winnipeg, MB

- Accredited Prime Interpreter for Insurance Corp. of British Columbia for Punjabi, Hindi & Urdu languages.
- Accredited Interpreter for;
 - MCIS
 - Legal Aid & Jail
 - Victim Witness Assistance Program
 - 911, 311 & 211
 - Victim Services
 - Assaulted Women's Helpline
 - BC Hydro
 - Service Canada
 - Ministry of Social Development
 - Fortis BC
 - Enbridge
 - Accenture
- Rendering correct concepts & meanings between Urdu / Punjabi / Hindi and English following complexity, and clarity from one language into another; upholding the correct rules for grammar & syntax in both languages.
- Understanding of protocol & terminology of different industries such as Medical, Insurance, Finance & Law.
- Remaining calm & consistently professional when interpreting stress related 911 emergency calls.

- Providing sight translation in Urdu & Punjabi (Shahmukhi Script) to English; ensuring all concerned parties are accurately interpreted.
- Extensive research & command over terms employed by insurance, legal, medical, financial, government & technological industries.

High School Geography & English Teacher

09/2017 to 11/2017

Mudrasatul Banaat High School – Etobicoke, ON

- Taught English to Grades 7 - 9 and Geography to Grade 9.
- Responsible for curriculum planning, test setting, lecture presentation, and wellbeing of the students.
- Extremely impartial educator, established & maintained open lines of communication with each ethnic population (Somalis, Indian, Pakistani, Korean, and Egyptian).

English Teacher

01/2003 to 08/2015

Home Tutor – Multan & Faisalabad, PU

- Taught English Literature & Language to Grades JK - 12.
- Responsible for completion & understanding of homework; preparation of monthly tests & quarterly exams.
- Administered weekly lessons involving reading, writing, grammar, and critical thinking skills.
- Implemented monthly assessments to analyze the progress of the students.
- Encouraged conversational skills using weekly prompts to initiate dialogue.

English Teacher

08/2000 to 12/2002

ESENA Foundation High School – Lahore, PU

- Taught English Language and Literature to grades 3 - 11.
- Prepared the curriculum for the entire school year; formatted & corrected tests and exams.

Home Room Teacher of Grade 2

01/1999 to 01/2000

The City School – Lahore, PU

- Taught English, Urdu, Mathematics, Science, and Religion.
- Prepared the curriculum for the entire school year; formatted & corrected tests and exams.

Home Room Teacher of Grade 2

01/1996 to 01/1997

ESENA Foundation High School – Lahore, PU

- Taught English, Urdu, Mathematics, Science, and Religion.
- Prepared the curriculum for the entire school year; formatted & corrected tests and exams.

Education

Master of Arts: English Literature

1999

The University of the Punjab - Lahore, Punjab, Pakistan

Equivalent to **Canadian 4-years Bachelor's Degree - WES ref. # 3425990**

Bachelor of Arts: English Literature, Political Science, Islamic Studies

1996

Kinnaird College - Lahore, Punjab, Pakistan

Equivalent to **Canadian 2-years Diploma - WES ref. # 3425990**
