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| *Professional Translator*  *Personal Details* |  |
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| Languages  Urdu and Punjabi are my native languages.   * English to Urdu * Urdu to English * Punjabi to Urdu * Punjabi to English   aCADEMIC qUALIFICATION     |  |  |  |  | | --- | --- | --- | --- | | **Degree/Certificate** | **Year of Completion** | **Institute** | **GPA/percentage** | | Bachelor in Electrical Engineering (B.S.E.E) | 2012 | National university of computer and Emerging sciences, Islamabad | 3.61 |   **17 years of English language learning**.  Specialization  Hospitality Industry, Insurance, Internet/Multimedia, Computers/IT, Journalism - Press, Legal, Literature/Publishing, Medical, Music, Instructions/Manuals, Politics, , Social Sciences, Sports, Media/Broadcasting, and Theology – Religion, Advertisement, Arts, Communications, Patents/Intellectual Property, Cooking, Education/Training, lyrics, Clothing, Film , Financial/Economics, Hardware/Construction, Health, Beauty, History.  Being an engineer , I can understand science terms more and easily.  skills  Translator Transcription Proof-reading Writer Subtitling Interpreter-Phone Reviewing Editing  Cat tools   * SDL Trados * Wordfast * OmegaT * Auto Cad   COMPUTER ApPS aND SOFTWARES   * Microsoft Office Applications (Word, Excel, Power Point) * HTML, PHP * Corel Draw * Photoshop * Adobe Acrobat Reader * Inpage * AutoCAD   experience     * More than **3 years** of success and experience in translating different kind of projects including medical histories, financial companies’ documentation, Website translation. * Bidding regularly small projects from different companies * Working as Urdu Reviewer and translator with **Somya Translators**   **PVT LTD , India .**   * working with **Chinese company CCJk** as Urdu and Punjabi translator * Worked on different large projects related to **banks .** * Worked with **Advika Translations India** on several technical domain projects . * Translated more than 80 certificates(i.e Birth certificates , ID card, Marriage certificate etc ) and many law and legal documents from Urdu into English / Punjabi into English for different clients including US Embassy. * I am a successful member of different translation sites. * I have done transcription and translation project with **Kumar Singh**. * More detail can be provided about my experiences.   Strengths   * Hard working * Patience * Punctual in following deadlines * Fully devoted to assigned task |
| tRANSLATION rATes  **Translation:** $0.03/ Word  **Proofreading:** $0.02/word  **Transcription:**$3/Minute  **Transcription with Translation:** $5/Minute  **Reviewing and Editing:** $25/Hour  **Payment method:** Western Union, Moneybookers, Paypal, Bank Transfer  ReferenceS  **Vernon Smith**  Project Manager  Translation Agency in USA  Email: <Vernon.smith111@yahoo.com>  **Shahbaz Haider**  Translator  G-9/2, Islamabad, Pakistan  Email: <shahbazhaider572@gmail.com>  Cell No : +92 303 506 4058  **Tariq Mehmood**  Assistant Manager  Anwar Chowk, Wah Cantt., Pakistan  Email: <yabdullah61@yahoo.com>  Cell No : +92 333 515 7399  More references can be provided on demand as I have many satisfied clients.    Thanks  Best Regards  Muhammad Yousaf  (Professional Translator) |