**ZEENAT IQBAL**

MOBILE NO: +91-9891611903 E-MAIL:iqbal.zeenat@ymail.com,

 zeenatiqbal1186@gmail.com

***OBJECTIVE:*** *To be part of an organization that will provide me good environment to work in, opportunities to learn and help me use the best of my skill for the progress of organization as well as my all round development.*

***PROFESSIONAL EXPERIENCE:***

***WILLIAMS LEA INDIA PVT. LTD. Dec 16 – Present***

***Language Specialist/Translator***

* Translation, Transliteration, Transcreation and Proof reading of web content, Blog, Android application etc. from English to Hindi.
* To ensure delivering quality documents and timely execution of deliverables

***PAWAN HANS LTD. Feb 16 – Nov 16***

***Language Specialist/Translator***

* Translation of documents viz circular, official letters and other co related work
* Proof reading
* Publishing In-House magazine
* Organizing Workshop
* Translation of Official website of company and update it timely

***PROCESS NINE TECHNOLOGIES PVT LTD Aug 15 – Jan 16***

***Language Specialist/Translator***

* Translation, Transliteration and Proof reading of web content viz Android, Make my trip, Hello TV, Gionee, Gaana.com, Snap deal etc. from English to Hindi
* Worked in NLP (Natural Language Processing). Worked on tag based dictionary. Entered the word with different POS Tag (Part of speech Tags). Also entered the word with verb tag with inflected form for different tenses
* To ensure delivering quality documents and timely execution of deliverables
* Co-ordination with internal contributors

***JUBILANT GENERICS LIMITED***

***Language Specialist/Translator* *Jun 14 – Jul 15***

* Translation of documents from English to Hindi and vice-versa
* Co-ordination with internal contributors
* To ensure delivering quality documents and timely execution of deliverables
* Planning and Updation of Translation and Back translation activity tracker

***COPYWRITER/ TRANSLATOR Oct 13* – *May-14***

***(Pamm Advertising & Marketing)***

* Translation of documents viz. employment news, government document, tender etc. from English to Hindi and vice-versa
* Script writing, Giving voice over, Idea generation for ads

***IBIBO WEB PVT. LTD.* *Jun11 – Mar 12***

***Mobile Jockey*** *(****Khel Radio****)*

***Radio show was live in 13 states of India***

* Host the show and Content Generation of show.
* Documenting, Promoting and Developing “Khel Radio” and Research, Script and Edited the shows as well.

***IBN-7 (News channel)* *Mar 11 – Apr 11***

***Intern - Programming Department***

* Worked on desk for programmes like “Zindagi live” and “Serial Jaisa Koi Nahi”
* Also worked for Speed News, Output and Reporting.

***IBIBO WEB PVT LTD***

***Net Radio Jockey*** ***Aug 09 –Feb11***

* “*Bollywood Deewane*” the show was totally based on Bollywood.
* “*Oldies –Goldies*” this was weekly show based on retro music.
* *“Fatafat Jeeto”* was quick quiz chat show.
* *“Romeo Juliet”* was love based show in which listener use to come with love problems and there was discussion on any given topics.
* *Researched, Scripted and Edited* the Show Content of shows.

***As a FREELANCER Apr 12* – Oct 13**

***YUVA TV (Screw Driver-Production house) Nov 12 – Feb 13***

***Anchor/Reporter***

* Field work & Content generation of show “Yuva Vani”.
* Voice over & post production of programme.

**ALFAZ-E-MEWAT (*Community Radio*) *Apr 12 –Oct 12***

***Copy writer***

* Content generation of the shows, Writing PSA, advertisement, promo of the shows

***OTHER WORK EXPERIENCE:***

* **Translation** of documents viz Tender, corrigendum, employment news ads etc from English to Hindi and vice versa.
* **Done shows** few shows with ***All India Radio (AIR*)** like “***Mehfil”*** theme based show, ”***Manbhawan”*** request show and one on “***GhandhiJyanti***”.
* ***Worked as Freelancer in Radio Documentaries***-Interviews, Stories, Voice Over & Narrations.

***SKILLS:***

* Script writing, copywriting
* Voice over (done voice over for Telecom Brand and for radio)
* Known ***Hindi (Krutidev/Remington) and English Typing***
* Translation form Hindi to English and vice-versa

***ACADEMIC PREVIEW:***

* **M.A.** in **Hindi** from **IGNOU *(Pursuing)***
* **M.A.** in **Mass Communication** – **2010**

Guru Jambheshwar University Of Science and Technology, Hisar (Haryana)

* **B.A. (Honors) in Hindi – 2008**

 Lady Shri Ram College (University of Delhi)

* **Senior Secondary – 2004**

 Kendriya Vidyalaya (C.B.S.E.)

* **Higher Secondary** – **2002**

 Kendriya Vidyalaya (C.B.S.E.)

***PROFESSIONAL QUALIFICATION:***

* ***PGDT (Post Graduate Diploma in Translation)*** From **IGNOU -2013**
* ***“Diploma in Radio Management”*** from Academy of Radio Management (ARM), Delhi - **2009**
* ***Professional Diploma*** in *“****Web & Software Engineering from F-TEC – 2006”.***

***CURRICULAR:***

* Attended workshop on *"****The Growing number of Opportunities in World of Radio****"*  in Lady Sri Ram College (2007-2008)
* Attended workshop on “***Communication Skill****”* and *“****Media & Creative Writing****”* in Lady Sri Ram College (2007-2008)

***PERSONAL DETAILS:***

**Date of Birth :** 11th Feburary

**Marital Status :** Single

**Languages :** English, Urdu and Hindi

**Interests :** Travelling and interacting with like-minded people

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