

Mashuk Ahmed

**Qualification –DPSI –Diploma in Public Service Interpreter
(Local Government)**

Freelance Translator and Interpreter- English to Bengali and Bengali to English.

Native Language: Bengali and Sylheti,

Nationality: British

<u>Contact:</u>	<u>Postal Address</u>	<u>Telephone</u>	
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Language Competency: **Translation:** English > < Bengali
English > < Sylheti both in Bengali In script
true type font and Unicode.

Interpreting: English > < Bengali
English > < Sylheti both in fluent speaker.

Proofreading: Bengali-English and English to Bengali. Translation and documents. I have sharp eyes to detect and point out mistakes in copy and I am also very familiar with modern spelling and grammatical rules. Therefore you can profoundly rely on my proofreading services.

Keynotes of Translation Background:

I am a professional translator and interpreter I have been experience and in-depth knowledge in this field for past 25 years through voluntary community work and paid work within the community. Born, raised and educated in Bangladesh with native languages Bengali –Sylheti and English was the compulsory subject in my school and college academic years. My native language and software helps me to deliver perfect translation each time. I have got the ability and efficiency of a proven track record for handling the most complex translation assignments. I am able to provide clear and lucid translation which is easily understood by its target audience. Always take profound care of my clients to translate any rush job to deal of their translation requirements be it a small projects or a voluminous one. As a perfect translator I believe that ‘a perfect translation is one which reflects not only a good command over the language but also, an in-depth knowledge about the terminology of subject matter. All projects that I work which is related to the fields I am extremely well versed with. I am experienced to provide Bengali language lesson one to one or a small group of students of all ages from beginners to GCSE level.

Daily output: My daily normal output is English to Bengali and vice versa 1500 words. In an emergency my daily output can be increased up to 2000 words it depends of the source of work.

Membership: Full member of Chartered Institute of Linguists-United Kingdom and NRPSI.

Security: Enhanced CRB already checked copy available on request.

Computer Hardware: PC **Software:** Windows Vista Premium, MS XP Professional -Microsoft Word, Excel, PowerPoint, Access, Publishers and Adobe Acrobat, Bengali- Keyboard Bijoy – Sutonny MJ and many other fonts. Also using Microsoft Works.

Price Rate: Price depends on the quantity, complex and other factors so it is negotiable. However I believe it is reasonable and economical compared to the quality and standard of industry. It is always reasonable, truth to say that ‘high quality work is expensive’.

PROJECT RATES

Type of Projects	Description	Charges	Additional Charges
English - Bengali	General texts Translation	GBP 0.12 P/word	
Bengali – English	General text Translation	GBP 0.10 P/word	
English and Bengali	Technical text Translation	GBP 0.15 P/word	
Proofreading	General text	GBP 0.02 P/word	
Proofreading	Technical text	GBP.0.05 P/word	
Transcripts Typing	General text	GBP 0.03 P/word	
Transcripts Typing	Technical	GBP 0.05 P/word	
Interpreting	Minimum 2 hours charges	GBP 45.00 P/hour	+Travel Time & Cost
Interpreting	Travel time charge	GBP 20.00 P/hour	
Interpreting	Full /Half day charges	GBP 400.00 /300.00	+Travel Time & Cost

Interpreting Skills Areas: Court Services, Immigration services, NHS –Mental Health including all kinds of hospital appointments, Statements -Solicitors, Police, All Kinds of Fraud Investigations, Local Government –Housing, DWP etc. Meetings and Conferences mostly face to face consecutive and simultaneous including whispering.

Translation Skills Areas:

I am well experienced in the following fields of translation and interpretation and able to provide and deliver the projects with full confidence and reliable way within time scale.

<i>Housing</i>	Tenancy Agreements, Lease and Housing Documents, interior and exterior description including dampness and refurbishment. Eviction documents and rent arrears letters.
<i>Tourism</i>	Travel and Tourism –fare, ticketing and brochures, complain documents
<i>Work & Pension</i>	Housing and all kinds of Benefits forms and fraud matters
<i>Child Protection</i>	Child welfare and child care parenting and report writing including assessment report.
<i>Fostering</i>	Documents and agreements and procedure of fostering and care maintenance
<i>Education</i>	Education, School Prospectus, Letters and leaflets including parenting, Education Materials, and Training Manuals. Yearly report and forward planning.
<i>Local Council</i>	Planning, Rent and Rate, Housing and Council Tax Benefits, Rent and Rate rebates.
<i>Immigration</i>	Visa, Immigration and Deportation, Judgements and Documents, Naturalisation Papers.
<i>Medical & Health</i>	Medical Documents –General Health and Drug awareness leaflets , Cardiology, Dentistry, Psychology, Medicine and Medical trial, Medical patient questionnaires. Elderly Cares documents, Health and Safety. Occupational Therapy.
<i>Marketing</i>	Markets research questioners and customer satisfaction, Customer Product Manuals, Electronically equipments.
<i>Food</i>	Food and food products and Nutrition, Fruits and Vegetables
<i>Certificate</i>	Certification –Diploma and all kind of certificates including marriage, Birth, Divorce and Death certificates also School Certificate.
<i>Law</i>	Affidavits, Power of Attorney, Deed of agreements – Promissory note, Arbitrator Agreements and Legal Notice, Contracts and all kinds of law letters. Land Registry deed, Mutation deed and Partition documents of successors, Wills and Probate. Personal Statements. Crime Scene Report.
<i>Banking</i>	Mortgage, Loans, Share, Transactions and Debentures, Prize Bond and Saving Investment Documents. Credit Card Agreements.
<i>Inland Revenue</i>	Taxation documents and NI Contribution matters
<i>Parking</i>	Documents control parking zone, and abandon cars and disable parking
<i>Business</i>	Advertising Marketing Documents and Administration and Trade Mark Registration.
<i>Web</i>	Web Translation
<i>Public Sector</i>	All kinds of public sector work and documents
<i>Documents</i>	Passport, ID Card, Police Records, Patents , Licenses
<i>Shopping</i>	Sales Receipts, and Purchase Order, Returning goods and Complain letters about defective goods.
<i>Letters & Cards</i>	Love letters, Personal letters, Business letters and Condolence letters. Post cards, Invitation Cards, Wedding, Birthday and Anniversary Cards.
<i>Media</i>	News, Advertisements, articles and Editorials
<i>Roads & Highway Traffic</i>	Road Accident and Traffics Highway Code, Pavements injuries and

Finally: If you are in hurry and have an urgent translation job, No one is there to help you, please send it to me on mashuk.dpsi@ymail.com . I can deliver the print ready high quality work right in time to solve your harried requirements. If you would like to have a quotation or need to know more about your projects or assignments please send me an email which will be response immediately.

References: Will be provided on request.