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COMPANY PROFILE

@Ugaafrik Editors, We create a communication linkage by breaking all language and communication hurdles

**WHO WE ARE**

Ugaafrik Editors is a translation company established and registered in Uganda, East Africa (Reg. No. 80020003016574). Ugaafrik Editors aims at creating a communication linkage by breaking all language and communication hurdles across the Globe through providing the best and most reliable worldwide services like Translation services of all kinds, Audio and video Transcription services, Consecutive and Simultaneous interpreting services, Raporteuring and Report writing services, Subtitling services, Graphic designing and E- Books creation.

Ugaafrik Editors is a non – discriminatory company that provides communication services to all kinds of people, organizations, agencies, businesses, government bodies and companies at all levels worldwide. We delight ourselves in our human resource team that includes well experienced, professional and native linguists, experienced and professional project managers who have been in these fields for more than 10 years and are capable of making sure that the level of accuracy is per the clients’ expectations.

**Our mission.**

We aim at creating a communication linkage by breaking all communication hurdles across the Globe through providing the best, accurate, timely and most reliable services that meet all our clients’ needs.

**Vision.**

We intend to provide sustainable and trusted services to all our clients to make sure that we are one of the trusted service providers for at least 70% of all organizations and companies worldwide in the next 10 years

**Core values**

We value clients’ satisfaction, work accuracy, consistent services, confidentiality, timely deliveries and completion of all the tasks as per client’s desires. Ugaafrik Editors also values the wellbeing and profession of all its resources/ linguists because they contribute much to the success of its services

**Quality Assurance**

Ugaafrik Editors guarantees quality work to all its clients because we only use trusted resources and system of operation. Ugaafrik Editors has a very strict and well organized recruitment and assessment system to ensure that we recruit only professional, experienced and native linguists. Our team interviews and assesses each and every resource recruited using several tests that include providing sample translations and CVs, contacting all linguist references from recognized companies and also reviewing certified certificates that prove the linguist’s professionalism.

Our translations are always done in 3 phases by different native, Professional and experienced Linguists for quality purposes according to the client’s requirement.

1st Phase

Initial translation – performed by a native, professional and experienced translator who translates the original text into the target language as per client’s request

2nd phase

Proofreading and editing – at this stage other different linguist review the initial translation against the source text to make sure that every text has been accurately translated, no missing text, properly punctuated and well edited.

3rd Phase

Back translation – this phase is always done according to the client’s request and it involves translating the already translated text back to its initial/original language. This is usually done by a different linguist who has no idea about the original language and this is more of a fresh translation but rather it is now from the original target language to the original source language. This is intended to make sure that the translation initially provided matches the original text. After this translation is done, it is compared against the initial source language to confirm if they carry the same meaning

For all our services, we always assign different experts so that some can revise the work before it is submitted to make sure that it meets the client’s required standards.

We also provide sample translations of about 100 words for all clients to view before we take on the entire task.

**Confidentiality**

At Ugaafrik Editors we are always happy and willing to sign Non-Disclosure Agreements with all our clients before any work is done as a way to commit ourselves to handling the client’s work with care and highest level of confidentiality for all the time we will have it and hence we cannot disclose it to anyone else without client’s permission.

**Why work with us.**

Ugaafrik Editors is one of the most leading language service providers worldwide with expertise in international languages and African local languages because we provide best and accurate language services that are well managed by experienced project managers and coordinators with more than 10 years in this language industry. Our services are done by ONLY professional, experienced, native and trusted linguists who provide accurate work and meet client’s deadlines and expectations because they understand that time is a resource and also value the importance and confidentiality of the work they do for all our clients. Therefore, where quality, accuracy, confidentiality and timely delivery are paramount you can reach out to us using any of our contact platforms because we are well placed and committed to help you.

**Competitive prices.**

Our prices are competitive and are flexible to meet all levels of clients to make sure that every client is serviced depending on their budget provided it does not constrain and interfere with the company’s objectives

**Our services**

1. **Translation services of all kinds**

We aim at accurately communicating the meaning of original text from one language into very many different targeted languages for businesses, individuals, private entities, government bodies and nonprofit organizations.

For accuracy, reliability and best quality, we believe that translations should not be done using machine translations but rather using expertly trained, native, professional and experienced human translators who are specialized in specific fields and languages

Some of Translation services we provide include;

1. Document translation
2. Legal translations
3. Medical translations
4. Business and market translation
5. App Translations
6. **Interpretation services**

At Ugaafrik Editors we have a team of organized, trained, experienced and professional interpreters who provide all kinds of interpretation services which include;

* Consecutive interpretation
* Simultaneous interpretation.
* Whispering/ Chuchotage interpretation.

Our interpretation services are available both on site, on phone and online in all locations across the globe for conferences, meetings, trainings, tours and workshops.

1. **Transcription services for all kinds of audios and videos in all languages**

We have managed to recruit the best, experienced, professional and specialized transcriptionists with vast knowledge in providing a written and text version of all kinds of audio and video recordings in any language spoken across the globe. Our resources are capable of providing best and accurately timecoded and non-timecoded transcripts for all your audio and video recordings for legal use, subtitles and for business purposes. This is because we do not rely on automatic transcription tools whose accuracy we don’t trust and is not enough but rather we employ humans who are trained and professional in transcribing the speeches to ensure that you have the best quality. In addition, our transcription experts possess translation skills in their native and professional languages and hence can help to directly translate an audio or video recording from its original language into written text of any targeted language worldwide

1. **Proofreading and editing services**

We have a team of native and experienced linguists from all corners of the world who specialize in proofreading and editing work that has been done by other linguists in all languages to make sure that the translations and transcriptions carry the same meaning and format as the original files and also to make sure that there are no grammatical errors as per the target language rules. Our specialized proofreaders are always ready and available to proofread and edit your work to make sure that you have the best quality of work that carries the same message as the original text.

1. **Rapporteuring / report writing services for meetings, trainings etc.**

At Ugaafrik Editors, we have a team of experienced and professional rapporteurs who listen using all their senses to capture the details of all speeches and the stories told at your conferences, workshops and trainings. They are always focused and strive to record and report all the findings. Our rapporteurs are skilled and experienced in report writing and aim at ensuring the accuracy and moral integrity of the final report.

1. **Graphic design, Typesetting and DTP services**

Desktop Publishing services are essential in translation because many translations involve typesetting, graphics and web layouts. Therefore, with this in mind our agency managed to recruit specialist in DTP, Graphic designs and typesetting who along with our experienced linguists strive to provide ready to print translations for all kinds of your document. Our team is experienced in using various tools to include for all your graphic design requirements for your banners, brochures, reports, calendars and press releases. Our team successfully delivers all DTP projects in all formats to include, PSD, JPG, PPT, PDF, DOC etc. using software like InDesign, Illustrator, Adobe creative suite, Adobe Photoshop, Ms. Publisher and all other Microsoft office packages.

1. **Subtitling services**

Our agency guarantees quality subtitling services worldwide for both closed captions and open captions done by only native and trained linguist that handle all languages in Africa and in other parts of the world. This is because we are aware that in every task we do, quality work is all the client needs. Hence we recruit only trained, experienced, trusted and professional linguists for all our subtitling services. Our subtitling services aim at improving video accessibility for all kinds of people since our resources transcribe and translate the videos and audios into target languages before converting them into SRT files and other subtitle formats. For best and accurate subtitles for all video and audio formats ranging from MPEG, WMV, Mp3, MP4 etc.

**What we work on and where we work**

Brochures, Banners, Academic and travel documents, Legal documents, Registration documents, Reports, Website content, Technical content/ manuals, Press release, Meetings and trainings, conferences and workshops.

**Our team.**

Our team is comprised of three experienced and professional project managers who have been in this field for more than 10 years and understand what the client needs when it comes to all the services we provide. These managers are friendly and are always available to attend to all client needs and to make sure that clients work is accurate, of good quality and delivered on time.

Also, we have been able to recruit an in house team, of more than 20 professional translators, interpreters, Graphic designers, Rapporteurs, Transcriptionists, editors who have been in these fields for more than 10 years and most of our linguists are native in the respective languages they handle. We usually share blind CVs of our team member whenever the client requests for them as one of the assurances that the client’s work shall be attended to by an expert.

**Languages we offer;**

Our company services all languages worldwide and we have a team of linguists from all corners of the world. Below is a list of some languages we offer and because the list is long we managed to mention a few as below;

English, Arabic, French, Kiswahili, Spanish, Portuguese, Germany, Kinyarwanda, Kirundi, Luganda, Runyankore, Dinka, Neur, Lingala, Dholuo, Kikuyu, Lusoga, Rutooro, Dutch, Turkish, Samoan, Hausa, Yoruba, Kanuri, Sesotho, Zulu, Swati, Italian, Afrikaans, Amharic, Chichewa, Bemba, Oromo, Somali, Wolof, Twi and Xhosa.

**For more about our company and services we offer reach us at** [**info@ugaafrikeditors.com**](mailto:info@ugaafrikeditors.com) **or you can call us +256 789 154 000**