

Sayed Abdul Wakil

Operations Manager at DariTrans Ltd.

sayedabdulwakil@gmail.com

Summary

- Experienced English, Dari and Pashto Translator
 - Experienced Administrator, IT, Project Manager, Planner, Human Resources Officer, Teacher and Travel coordinator
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Experience

Operation Manager at DariTrans Ltd.

November 2011 - Present (2 years 10 months)

- Resources Management
- Executed huge translation projects
- Quality control and Time Management

Consultant at Booz Allen Hamilton

September 2012 - January 2013 (5 months)

- Scheduling and Monitoring of Test Services
- Supervising team
- Collecting necessary documents from applicants and sending to BAH USA Office
- Communication with applicants

Senior Translator / HR Officer/ Acting Travel Manager/ Survey Manager at THE LOUIS BERGER GROUP INC

November 2009 - October 2011 (2 years)

- Translation tasks
- HR related tasks
- Renewal of Company Licenses
- Obtained Work Permits and helped to renew existing permits for company employees
- Played key role in resolving tax issues of the company
- Worked as acting travel Manager
- Planned and managed opinion surveys

Office Manager at Top Speed Documents Clearance LLC

February 2009 - November 2009 (10 months)

- Planning, overseeing and coordinating business activities
- Making sure every client is registered and have proper documents
- Daily expenses and income reports
- Managing a team of clerks and typists working in the medical center

Dealing with hundreds of clients on daily basis

Asst. Administrator/Translator at LOUIS BERGER GROUP INC

December 2007 - February 2009 (1 year 3 months)

Prepared monthly time cards and other expenses reports of the department

Translated documents

Wrote meeting minutes

Maintained all correspondence and kept records of all incoming and outgoing mails

Wrote reports of monthly, quarterly activities of the project

Prepared and sent news letters on daily basis

Forwarded complains of Community development officers to TO head

Translator/Consultant at ASIA FOUNDATION

July 2007 - December 2007 (6 months)

- Worked as a Program Assistant

- Duties included translation, Maintaining Program documents

- Interpreting during meetings with Minister and Deputy Ministers

- Other Administrative tasks.

Manager at ALQUDS TRANSLATIONS AND LOCALIZATION SERVICES

February 2006 - June 2007 (1 year 5 months)

Scheduling and managing translation projects

Communications with various national and international clients

Solicitation and marketing

Quality assurance of translation projects

Supervision and monitoring of translators

Formatting of translated projects

Project Manager at Shams Women Needs and Health Organization

January 2005 - December 2005 (1 year)

- Prepared cost estimates for upcoming Projects

- Project Management

- Monthly, Quarterly and final project reporting

- Donor Correspondence

- Successful Implementation of the Project

Computer Operator/ Translator at UMCA/RPA

June 2002 - December 2004 (2 years 7 months)

- Wrote Medical Proposals

- Email communication with Head Office of NGO

- Computer and English Language training for Clinic staff

- Translation and interpretation

- Scanning, typing and printing of NGO documents
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Volunteer Experience

Bookseller at Volunteers in Dubai

June 2009 - October 2009 (5 months)

- Provided Shelter and fund for Cats
 - Worked for safety of camels in the desert
 - Sold books to fund charity
 - Participated in charity events
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Languages

Dari + Pashto + Urdu + Arabic

Skills & Expertise

Translation

English

Administration

Teaching

Supervisory Skills

Planning

Payroll

Scheduling

Editing

Research

Negotiation

Event Management

Customer Relations

Team Building

Problem Solving

Corporate Communications

Retail

Marketing Communications

Writing

Government

Microsoft Office

System Administration

Customer Service

Team Management

Project Planning

Time Management

Project Management

Education

Islamic Online University (Online) Qatar

BA, Islam, 2010 - 2013

Activities and Societies: Sharia

2010 New Start Institute

Diploma, office Administration and Accounting, 2010 - 2010

SUCCESS COLLEGE OF COMPUTER SCIENCES

Computer Sciences Diploma, DCS, 2000 - 2001

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[Contact Sayed on LinkedIn](#)