



AFSANA SARKAR

Translator, Customer Services

Energetic BSS graduate with a solid social science foundation, driven to enhance society's well-being. Seeking a challenging role that aligns with my academic background, I'm primed to apply analytical prowess, research acumen, and strong communication skills. I aim to collaborate in a data-driven team for meaningful global impact.

Contact

- +601112005929
- afsana.biz@gmail.com
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- Putrajaya, Malaysia

Education

- Bachelor of Social Science**
National University, Bangladesh
Dhaka, Bangladesh
- Higher Secondary Certificate**
University Women's Federation
College
Dhaka, Bangladesh

Skills

- Organized ●●●
- Communication ●●○
- Teamwork ●●○
- Meeting deadlines ●●○
- Critical thinking ●●●

Experience

- Bengali Translator**
Apollon Infotech Aug 2021 - Present
 - Translated diverse content, including legal, technical, and marketing documents between English and Bengali, maintaining accuracy and cultural relevance. Collaborated with clients,
 - conducted research, and provided proofreading to ensure quality translations.
 - Managed multiple projects, met deadlines, and utilized translation software for efficiency.
 - Maintained client confidentiality and stayed updated with language trends and idiomatic expressions.

- Volunteer Teacher**
Deen KG International School Oct 2019 - Nov 2021
 - Collaborated with staff and volunteers to support students.
 - Assisted with lessons, tutoring, and classroom management.
 - Contributed to school events and fostered a love for learning.
 - Engaged with parents to communicate student progress.

Language



Reference

- Muhammed Kausar Ahmed AB Bank Limited
SAVP, Department of Accounts & Finance +8801617403993