

# AIMAN RIAZ



## Personal information

**Father name:** Riaz-Ud-Din  
**Date Of Birth:** 05-nov-1997  
**Domicile:** Punjab  
**District:** Rawalpindi  
**Address:** H#2885 Nadir Street Saddar  
Rawalpindi Cantt  
**Cell no:** 0341-4842497  
**Email:** riazaiman10@yahoo.com

## Education

**Intermediate in Pre-Engg.**  
(Mathematics, Physics, Chemistry)  
Federal Board of Intermediate  
and Secondary Education  
(FBISE)  
August 2016  
1<sup>st</sup> division

**Matriculation in Science**  
(Mathematics, Physics, Chemistry,  
Biology)  
Federal Board of Intermediate  
and Secondary Education  
(FBISE)  
July 2014  
1<sup>st</sup> division

### Graduation

Mass Communication  
Allama Iqbal Open University  
August 2019

## Currently Doing

Bachelors Studies in French Language  
2023 till present  
NUML, Islamabad  
Current CGPA: 3.89

## Work Experience

- Working with an Islamabad based Private sector translation agency since October 2019 *(Name is not mentioned due to NDA but can be provided on request)*.  
**Current Designation:** Team Lead.
- Working as a Freelance Translator with Productive Play House since 2023.

### Achievements: -

- **Professional:**
  - o Achieved the title of Employee of the year in 2022.
  - o Achieved the title of High Flyer in year 2023.
- **Personal:**
  - o Won third prize in National level Essay Writing competition conducted by Punjab University in 2020.
  - o Won First Prize in Research Based Article Writing Competition Conducted by International Committee of Red Cross in April 2019.  
**Topic: Trends of Violence Against Health Care Workers and Facilities...**
  - o Won Third Prize in Research Based Article Writing Competition Conducted by International Committee of Red Cross in September 2018.  
**Topic: Social Inclusion of Persons with Disabilities...**
  - o Won Third Prize in Letter Writing Competition Conducted by Pakistan China Institute In September 2018.  
**Topic: To China, With Love...**
  - o Went to a fully funded and sponsored study trip of China along with a delegation of students from all around Pakistan in 2019.<sup>1</sup>

### Skills: -

- Creative writing
- Best in Urdu writing and speaking, Good enough in English writing and formal Speaking and have a little knowledge of French language (still in progress)
- Translation (English to Urdu, Urdu to English, French to English or Urdu)
- Proofreading, Editing, Subtitling, Voice Over
- MS Office (Word, Excel, PowerPoint)
- Formatting (MS Word)
- Phantom PDF reader
- Adobe Acrobat Reader
- Project Management (mostly email correspondences and project handlings)
- Translation softwares and tools like SDL Trados, TWS (offline) and CAT tools like SmartCat, Smartling, Memoq, Memsource, XTM workbench, etc.

## Futuristic Approach

I always wanted to be independent in my life. This is the time for me to strive for personal benefits, to determine a professional pathway leading to a desirable and valuable destiny that suits me the most and helps me in sharing the financial burdens of my family...

<sup>1</sup> <http://www.pakistan-china.com/mn-news-detail.php?id=NjAw&pageid=news>