

AMANULLAH NASRAT

A multi-skilled, reliable and knowledgeable Administrator, Translator and Interpreter with a strong command over English, Pashto and Dari (read/write/speak) and 6 years' hands-on experience with multinational client.

AREAS OF EXPERTISE

Translating legal documents

Proofreading

Interpreting

Terminology

Multi lingual

Administration

WORK EXPERIENCE

The Big Word (TBW) Marshall Fahim National Defense University, Afghanistan

LINGUIST & CULTURAL ADVISOR

March 2018 – July 2020

Duties:

- Worked closely with international mentor teams in interpretation and translation.
- Translation of all The Big Word (TBW) documents into targets languages.
- Supporting the mentor teams in simultaneously interpretation during seminars and in oath and graduation ceremonies.
- Translation of Afghan national officer's academy curriculum from Dari to English.

Asan Networking Services Kabul, Afghanistan

ADMIN OFFICER

November 2015 – 2017

Duties:

- Provide administrative support and company coordinator in administering the use of company inputs.
- Prepare agreements with designated cooperating companies and sub-contractors, and in monitoring implementation of these agreements.
- Assist in collecting data and information and in organizing and drafting project management reports including quarterly, annually and terminal reports.
- Support company documents translation.
- Maintain and update the inventory of assets in accordance to A.N.S policy.
- Manage A.N.S business relations with vendors and service providers (rents, utilities, marketing, and other regular payments).
- Perform any other relevant assignments / duties that might be assigned by company coordinator.

PROFESSIONAL

Microsoft Office Certificate

Diploma in Information Technology (DIT)

Microsoft Certified System Engineer (M.C.S.E)

Cisco Certified Network Associated (C.C.N.A)

Eureka Research & Evaluation Kabul, Afghanistan

TRANSLATOR

October 20014 – October 2015

Worked as an outsource translator for Eureka Research & Evaluation providing a translation and interpretation service to staff where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles and documents relay the intended message as clearly as possible.

Duties:

- Translation of Eureka research and evaluation company documents.
- Translation of Surveys.
- Translation of questionnaires and focus groups.
- Translation of interviews and letters from English to Dari, Pashto and vice versa.
- Supporting the translation team with projects when necessary.

Asian Network for Free Election (ANFREL) Kabul, Afghanistan

TRANSLATOR & INTERPRETER

February 2014 – September 2014

PERSONAL SKILLS

Detail oriented

Well organized

Friendly

Research

Composition

Self – motivation

Cultural knowledge

Duties:

- Interpretation and Translation of media center at Independent Election Commission of Afghanistan (IEC).
- Interpretation of the special Audit of the election process.
- Daily translation of the DATA Center of (IEC)
- Interpretation and observation of the polling stations.
- Transcribe and translate scripts from audio and video programs of Asian Network for Free Elections (ANFREL).
- Interpretation of seminars.
- Translations of electoral law in to English.
- Simultaneous Interpretation of candidate's campaign into English.
- Interpretation of the candidates' debate into English.

USAID Counterpart International (I-PACSH) Initiative to Promote Afghan Civil Societies Kabul, Afghanistan

PASHTO TRANSLATION OFFICER

January 2013 – September 2013

Duties:

- Translate all I-PACS and Counterpart related documents from English into Pashto and vice versa
- Simultaneous translation and interpretation for the National Policy Reform Conference
- Respond the Pashto-English translation and vice versa needs of all departments
- Edit and proofread the translated documents
- Provide the word-processing support in Pashto and English translation for I-PACS
- To keep track of hard and soft copies of English, Pashto and Dari versions of all Documents
- Work as an interpreter of Pashto-English when necessary
- Transcribe and translate scripts from audio and video programs of I-PACS
- Translate brochures, flyers, one-pagers, business cards and other public relations Materials for I-PACS
- Assist in the design and layout of the public relations documents in English and Pashto.

Fob Wolverine Zabul Province, Afghanistan

TRANSLATOR & INTERPRETER

April 2010 – January 2011

Duties:

- Interpretation during workshops and seminars.
- Simultaneous interpretation of wolfhound to target languages.
- Written proofread translation of Documents in to target languages and vice versa.
- Interpretation during Missions and patrols
- Prepare translations into the target language and performing sight translations from a target language into English.
- Perform oral interpretation.
- Assist military contracting officer with a local purchase to providing interpretation support at a military traffic control point.
- Assist security personnel in screening the local population at military checkpoints.
- Provide interpretation assistance for the Civil Affairs Team during local media events and translation of local newspapers or pamphlets.

PERSONAL DETAILS

Amanullah Nasrat

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Kabul, Afghanistan*

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+93 793111347*

E: amanullah.nasrat@gmail.com

*DOB: 18th November 1990
Nationality: Afghan*

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak Pashto, Dari, English and Urdu.
- Excellent communication and social skills.
- Able to work with tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Willing to travel and able to work under pressure.
- Able to priorities work.

ACADEMIC QUALIFICATIONS

Baccalaureate
Altaqwa High School

2009 – 2010