

FAIZAN AURANGZEB

PROFESSIONAL ENGLISH - URDU TRANSLATOR AND TRANSCRIBER

A reliable and trustworthy English to Urdu and Urdu to English translator with over 5 years of experience in translating, editing, proofreading and transcribing documents, videos and audio files. Accustomed to delivering projects well before the deadline without compromising on quality with an emphasis on working within budget requirements.

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faizanfreelancer.wordpress.com

KEY ACHIEVEMENTS

- Successfully delivered over 300 completed projects
- Awarded projects from prestigious organizations like the World Health Organization, Royal Dutch Shell, Harvard University and the University of Pennsylvania
- Gained several clients through a recommendation
- Engaged in translating and proofreading documents for clients since high school

WORK EXPERIENCE

FREELANCE TRANSLATOR & TRANSCRIBER

2019-03 - PRESENT

CONSTRUCTION INDUSTRY COUNCIL HONG KONG
(www.cic.hk)

- Translated 200+ technical documents from English to Urdu, ensuring accuracy and conforming to guidelines
- Transcribed videos related to the construction industry in Urdu
- Replicated flow, style and overall meaning of original texts
- Proofread documents to highlight and correct grammar and punctuation mistakes

FREELANCE TRANSLATOR

2020-06 - 2020-07

WORLD HEALTH ORGANIZATION

- Translated medical guides concerning stress management and coronavirus in Urdu
- Excellent attention to detail in visualization for better understanding of the text
- Upheld strict confidentiality policy during translation

FREELANCE TRANSLATOR

2019-11 - 2019-12

PUBG CORPORATION

- Translated "PUBG LITE" game contents from English to Urdu
- Prepared an excel sheet for translation while maintaining the accuracy of game code

FREELANCE TRANSCRIBER

2019-05 - 2019-07

LAKSHMI MITTAL SOUTH ASIA INSTITUTE, HARVARD UNIVERSITY

- Recorded and Transcribed 20+ interviews of people that witnessed the 1947 partition of the Indian subcontinent
- Collaborated with a team of historians, teachers and journalists for the project
- Followed up after submission of work to confirm client satisfaction

EDUCATION

- Bachelor of Science in Chemical Engineering 2014-11 - 2019-01
- International English Language Testing System (IELTS) 7.0 Band
- Certification in online Safety and Chemical Engineering Education (SACHe) course

LANGUAGES

English : Native Proficiency
Urdu : Native Proficiency

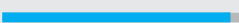
AREA OF EXPERTISE

- Energy and Environment
- Medical and Healthcare
- Engineering and Technology
- Legal and Contracts
- Literary and Art
- Tourism
- Software and IT
- History and Archaeology
- Accounting & Finance
- Education
- Water, Sanitation and Hygiene Promotion
- Logistics
- Equality & Inclusion


SKILLS

Translation 

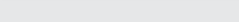
Transcription 

Proofreading 

Time Management 

Verbal Communication 

Visual Communication 

Multitasking 

Customer Service 

SOFTWARE

MS Office 

Ingpage Urdu 

Wordfast Pro 

SDL Trados Studio 

Adobe Illustrator 

Adobe Photoshop 