

Cover Letter

Dear Sir /Madam,

I am happy to submit my application for the announced position of (Freelancer Translator).

I am passionate and energetic individual with well academic and professional background.

I have completed my bachelor degree in Journalism and Mass Communications at Nangarhar University and several professional trainings from national and international institutes. Thus, my education and work experience have prepared me well for this position.

I have reviewed thoroughly the responsibilities and duties of the position and found myself suitable candidate for this post.

My passion and past experiences in encourage me to be an active member of your esteemed organization. I am very much confident that I will be called for test and interview to express my qualifications and expertise for this position. I will be happy to discuss employment possibilities with you. I am available for an interview at your convenience and look forward to the opportunity to meet you.

The below is my RESUME for your review and consideration Please.

**Best Regards,
Faizullah Sadat**

Faizullah Sadat

Translator and Copywriter

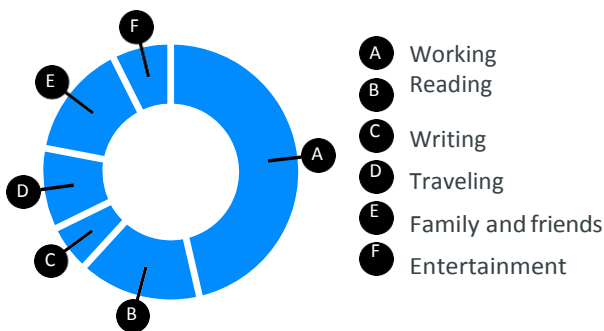
+93781830531

faizullahsadat81@gmail.com



15th District, Kabul Afghanistan

MY TIME



FIND ME ONLINE

- Faizullah Sadat
- Faizullah Sadat
- Faizullah Sadat

EDUCATION

B.A. in Journalism & M.communication

Nangarhar University

2013 - 2017

Diploma in English Language

Muslim Institute

2016 - 2017

GPA
3.7 / 4.0

EXPERIENCE

Reporter

Daily Weesa

05/2018 – ongoing Kart-e-Parwan Kabul Afghanistan

Duties and Responsibility

- building contacts in many areas to maintain a flow of news
- seeking out stories via our contacts, press releases and other media
- answering the phones on the news desk and reacting to breaking news stories
- producing concise and accurate copy according to the newspaper's house style
- writing stories, researching and writing longer feature articles
- creating and uploading news content for the newspaper website

PASSIONS

Reading

Travel

LANGUAGES

Pashto Native

Dari Proficient

English Proficient

Computer SKILLS

- Windows/MS Office
- Adobe: addition, Premier, Ps
- Fast Mailing
- Different Language FAST Typing (Pashto, Dari, English)

Senior Translator and Copywriter(Dari, Pashto & English)

MTN A (365 Media Marketing Agency)

05/2018–ongoing Shahr-e-Naw Kabul Afghanistan

Duties and Responsibility

- Writing copy for a variety of media including social, print, video, and online
- Edit and proof work to ensure high editorial standards are met across all content outputs
- Collaborate with creative, product, marketing, and legal to assess project needs and help with messaging
- Driving brand consistency across all company communications
- Developing and implementing brand guidelines
- Stay current on trends and competitors within the editorial sphere
- Writing contents for brand's (MTN A) social media and

Other SKILLS

- Translating/ Interpreting
- Translating from (English to Pashto, Dari and vice versa)
- Proofreading/ Editing
- Research & Fact-Checking
- News/ Reports Writing
- Community Journalism
- Multimedia Reporting
- Photo Journalism
- Team working
- Interpersonal Skills.
- Keen to expand knowledge, improve skills and performance

Reporter

Wolesi Jerga TV

07/2017-04/2018 Darul Aman Kabul Afghanistan

Duties and Responsibility

- Working on daily reports
- Investigate and pitch new story ideas.
- Accept and investigate story assignments.
- Line up and perform interviews.
- Cover newsworthy events.
- Develop relationships.

Copy Editor (Part Time)

Meyar Monthly

11/ 2015 – 5/ 2017

Duties and Responsibility

- Editing all articles, news and reports for the final touch.
- Final proof reading.
- Make reports in proper format.
- Collection of monthly reports and news.

Freelance Translator/Interpreter

QTRANS Language Solutions Global (US Based) /Aksos Book Store /Peace Research and Publish Center/Bridge Translation Center / Shan Translation Pte. Ltd ...

2015 – Ongoing

Duties and Responsibility

- Translating books, articles, documents, websites, applications, voice notes ...

References:

Name	Position	Company	Cell No	Email ID
Gharghasht Zamindar	Account Director	MTNA 365 Media	0789119868	gharghashtz@gmail.com
Mohammad Zubair Shafiqi	Editor in Chief	Daily Weesa	0781532013	daily_weesa1@yahoo.com
Noorulhaq Haider	Owner	Bridge Translation Center	0783829910	Haider.nuj11@gmail.com