**FARAZ ALI FAQEER**

**Mobile:** +92- 331-3277594 ◼ **E-Mail:** fakirfaraz@gmail.com

**JOB OBJECTIVE**

**Seeking assignments in Translation, Transcription, Proof Reading, Data Annotation, Data Evaluation (AI) Machine Learning & Natural Languages Human Evaluation**

**PROFILE SUMMARY**

***Expertise in:*** English,Urdu &Sindhi Translation and Transcription, Data Annotation & Evaluation ✠ Project Management ✠ Training & Development ✠ Reporting & Documentation.

* Experienced in Translation and Transcription of Large Data in English, Sindhi & Urdu.
* Experienced in designing tools and strategies for data collection, analysis and production of reports.
* Experienced in Data Evaluation, Data Annotation (AI) Natural Languages Human Evaluation.
* Adept at monitoring all project activities, expenditures and progress towards achieving the project output and suggesting strategies to the Project Manager for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities
* Excellent organizational skills with the ability to adapt to a fast-paced working environment. Ability to successfully manage multiple projects within deadlines coupled with vast knowledge of social service system and community

**PROFESSIONAL OVERVIEW**

**From 2009 to 2014 Diyati Publication, Islamkot, Tharparkar, Sindh, Pakistan**

**Designation: Transcriber/ Data Entry Operator**

**2017 to till date working as a Freelancer Transcriber/ Transcriptionist, Translator and Data Annotator/Evaluator (AI) Machine Learning Natural Languages Human Evaluation.**

* Have a clear writing style with an impeccable knowledge of spelling and grammar with attentions to details.
* Interpret data, analyze results using statistical techniques and provided ongoing reports.
* Monitored data collection process to ensure field manual protocols and procedures are being followed, provide guidance to team workers
* Identified, analyzed, and interpreted trends or patterns in complex data sets.
* Assisted in selection, training, evaluation and supervision of full time and seasonal employees including recruiting focus groups.
* Coordinated between the Project manager, the designer, client, and associated trades. Maintained project schedule in accordance with the project's plan.
* Reviewed focus group notes daily for assessment of content depth and quality.
* Preparing reports and Reconciling Bank statements.

**ACADEMIC CREDENTIALS**

**December 2017 BSCS (Bachelor in Computer Science) University of Sindh, Jamshoro 1st Class.**

**December 2013 B.A (Bachelor of Arts and Languages) Allama Iqbal Open University 1st class.**

**2012 Intermediate** from B.I.S.E., Mirpurkhas with Grade “B”

**2010 Matriculation** from B.I.S.E., Mirpurkhas with Grade “A”

***IT Skills:*** Loft 2.0, Windows 7 to 10, MS Office (MS Word, MS Excel, MS Power Point, MS Access), Appraise Evaluation System, SDL Trados, Online CAT Tools.

**PROFESSIONAL ENHANCEMENTS**

***Certification:***

* 12 Months English Speaking
* 6 Months Diploma in Data Processing Assistant. (**DPA**)

**TYPING SKILLS**

* English (50wpm), Urdu (45wpm), Sindhi (50wpm).

**PERSONAL SNIPPETS**

**Date of Birth:** 19thDecember, 1993◼**Linguistic Abilities:** English, Urdu, Sindhi & Dhatki

**Address:** Fakir Mohalla P.O Box Islamkot, District Tharparkar, Sindh, Pakistan

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**REFRENCE**

Available on request.