**Hina Malik**

**Sharjah, U.A.E**

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**Objective:**

To obtain a challenging position utilizing my knowledge of a foreign language and my mother language.

**Education :**

2004 – Intermediate - D.H.A college ,Pakistan

2006 – B.A majors in Englsih literature, D.H.A College, Pakistan

**Employment :**

2011-2012

Freelance Translator   
Have worked for different agencies such as Appen ButlerHill as an independent contractor ( web search evaluator,translator & Project evaluation ) and various other private agencies.

Source & Target languages:

English to Urdu

Urdu to English

English to Hindi

Other known language Hindi (Basic), Arabic (Basic)

2009-2011  
Radio Josh, Dubai, UAE

Urdu & English News Writer/Reader

* Writing daily news in Urdu and English language
* Reading Urdu and English news hourly
* writing Urdu scripts for weekly shows
* writing copy of all print communication

2007-2008

Teacher-Generation School, Karachi, Pakistan

* Teaching Urdu classes to 8th standard
* Meeting with parents on monthly basis
* Arranging yearly syllabus for English and Urdu

May 2006- Sep 2006

* Private home tutor of English, Urdu and Social Studies.

**Working Languages:**

Urdu (native)

English (Second Language)

Hindi (Speak)

**Software Skills:**

Ms-Office (Word, PowerPoint, Excel), Word Fast , Babylon, Adobe Photoshop.