



PROFILE

I am a dedicated, hardworking, and proactive Telecom Engineer with a strong background in design, networks, and process and network improvements. I have solid work experience in transcribing, testing, and reviewing processes to increase the overall efficiency of work. I am currently looking for an opportunity to utilize my technical skills in a challenging working environment and become a valuable asset to the organization that I work for.

CONTACT

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HOBBIES

Gardening
Book Reading
Listening Music
Painting
Watching Movies

HAFSA ARIF

Transcriber and Translator

EDUCATION

Punjab Group of College Attock

2015 - 2017

[I have been a brilliant student and got first position at the campus by getting 85% in Pre-engineering. Also participated in different co-curriculars and got over the line vs boys campus in Quiz competition.]

University of Engineering and Technology Taxila

2017 - 2021

I am a university student doing **Telecom Engineering** with a CGPA of 3.88. I do freelancing and Urdu transcription as a side job.

WORK EXPERIENCE

Freelancer

2019-2020

I have been doing data entry and other Microsoft Excel and Word projects on different freelance websites like Fiverr and Upwork.

Online Translation

03/2020-10/2020

I have done Urdu to English and English to Urdu translation online on websites.

LOFT Transcriber at Linguistix Tank.inc

09/2020-Present

Along with my colleague, I did online Urdu transcription and learned a lot from this experience.

SKILLS

