

Majid Kabir Khan

TRANSLATION SERVICE PROVIDER
FREELANCER

English <> Urdu
Slovenian <> Urdu
English <> Slovenian

Translation, editing/proofreading, reviewing
and typesetting

Technical, Legal, Localization, Business,
Financial, Art/Literary, Science, Medical,
Social affairs

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<http://users.volja.net/kabir/>
<http://kabir.translatorscafe.com>

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CV – at a glance

General information:

Name: Mr. MAJID KABIR KHAN
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 Email: kabir65@gmail.com
 Native Language: Urdu, Slovenian
 Working languages: English, Slovenian, Urdu, Hindi, Croatian. Bosnian
 Services offered: Translating, Editing, Proofreading, File Alignment and DTP
 Subject areas: Technical, legal, medicine, health research, economics, marketing.
 Specialized in: Writing and translating technical manuals, instructions, scientific & engineering articles, research reports, patient assessment questionnaires, health research, financial and banking documents; RFPs and proposals; company literature, brochures and marketing material

URL <http://kabir.translatorscafe.com>

Educational background:

- MBA. from Department of Economics, University of Ljubljana, Slovenia. - 1993
- M.Eng. Master in Mechanical Engineering from Department of Mechanical engineering, University of Ljubljana, Slovenia. -1971
- Professional Engineer in construction, Professional License awarded by Institute of Engineers of Slovenia and Chamber of Commerce, Slovenia. - 1981
- Professional License in Foreign trade, course, seminars and exams organized by Chamber of Commerce, Slovenia.- 1984.
- A.E.A.T. diploma in Automobile Technology from Karachi Polytechnic Institute, SITE, Karachi, Pakistan. – 1964.

WORKING EXPERIENCE:

Date	Location	Company	Position	Description
1999-present	Ljubljana, Slovenia	None (Freelancer)	Translator	English < > Urdu and Slovenian translation Subject matters: technical, legal, economics, medicine, pharmaceutical and general.
1996-1999	Ljubljana, Slovenia	CIC-Center for International Competitiveness	Project Manager/ Consultant	Translating was an essential part of all the Research and Consulting projects of privatizations and adaptations of enterprises in Slovenia and other EEC transitional economies in the light of EU resolutions and practices.
1993-1995	Ljubljana, Slovenia	OTC	Deputy Managing Director	Translation service – English<>Urdu/Slovenian technical documents, Users' and Maintenance manuals, catalogues, legal and marketing material.
1982-1993	Ljubljana, Slovenia	SCT-Machine Building**	Senior Manager R&D	R&D construction machinery, development from concept to final product. Translation of technical documents, Maintenance and Users' Manuals of imported machineries, legal and commercial material.
1978-1982	Ljubljana, Slovenia	IMP-SKIP**	Manager R&D	Development of plants and equipments for process industry. Translation of technical documents, Maintenance and Users' Manuals of imported machineries, legal and commercial material.
1975-1978	Karachi, Pakistan	Pakistan Petroleum Ltd.	Executive Engineer	Field engineering work on Oil and Gas excavation in Pakistan
1971-1975	Kranj Slovenia	Sava-Semperit	R&D Senior Engineer	Development of technology for rubber products, tire tubes
64-65	Karachi	Pak. Int. Air	Engineer	Aircraft Engine maintenance Engineer

**From 1978 to 1999, I was employed as a University graduate engineer in industry in Slovenia. Through out this period, in addition to my technical duties, most of English<>Slovenian translation work was also being assigned to me.

Experience as an interpreter:

- Working for Police and Courts as an interpreter between Slovenian, English, Urdu and Hindi languages on annual contract basis – 2000 -2014.
- Working as translator and interpreter in field of International Protection and human trafficking
- I also have working contract with Institute of African Studies, Ljubljana

FIELDS OF TRANSLATION

Technical translations

I am Mechanical Engineer by education and have experience of working at technical executive posts in different industries. To sum up my experience in technical translation, it includes, but not limited to the following types of documents:

- Technical drawings.
- Technical procedures, description manuals.
- User, operating and service manuals.
- Brochures and catalogues.
- Technical standards.
- Quality certificates and specification documentation.
- EU directives.
- Industry guidelines.

Technical fields:

While working as a freelance translator, I have also gained good experience in translating the technical documents related to the following fields

- Mechanical, Electrical, Electronic Engineering
- Structure and Civil Engineering
- Chemistry, Biochemistry, Pharmacology,
- Telecommunications

Legal translations

My experience in the field of translation of legal documents includes:

- Company status, labor laws and regulations.
- Correspondence, minutes and proceedings.
- Corporate and government agreements and contracts.
- Translation of bidding documents.
- Patents – including intellectual, industry and commercial property rights.
- Litigation and arbitration documentation.
- Immigration documents, birth, death and marriage certificates.
- Company's registration documents.
- Mergers, acquisitions and securities.
- EU directives and legal manuals.
- Private and business contracts and agreements.
- Court decrees.

Marketing translations

Translation of marketing information and promotional material need to be localized, taking into consideration that the literal translation of idiomatic expressions, slogans, slang and technical terms employed in marketing and promotional material of the source language may not have the same effect to the consumer of a different culture, speaking a different language.

I have experience in translating the following:

- Advertising and marketing material.
- Product and industry specifications and supporting materials.
- Sale letters.
- Catalogues.
- Marketing survey and questionnaires.

Social and domestic affairs

- Investigation reports of domestic violence, child abuse, social problems.
- Psychologicistic diagnosis and/or opinion.
- Assessments.

Medical and pharmaceutical translation

During last eleven years I have gained an extensive experience in the area of translation of medical and pharmaceutical documents, delivering highly reliable and accurate translations in various fields, including:

- Patient information and history records, clinical study reports.
- Patients' assessment questionnaires, survey instructions and survey reports.
- Instruction manuals, patent applications, hospital discharge summaries.
- Medical/pharmaceutical products' specifications, package leaflets, etc.
- Medicinal product characteristics,
- Applications for marketing authorization for a medicinal product for human use submitted to European Agencies.
- Patient Information Sheet and consent forms Pharmacogenomics sub studies
- Manuals of medical device and interfaces
- Corporate literature, brochures catalogues, training materials.
- Documents on variety of medication and treatment systems.
- Medical legislation and regulatory framework.

Translation of Tender documents

Most of the tender documents incorporate three major dimensions of equal significance, i.e. technical, legal and business. As such, the translation of tender documents demands know-how and experience of translating technical documents, legal documents and business documents.

- Technical dimension: texts such as bid documents and specifications, including site analysis, land planning, interior design and space planning documents, present challenges of a technical nature.
- Legal dimension: tenders texts have, as a rule, an intrinsic legal component.
- Business and corporate dimension: text that has to be in harmony with the client's corporate vocabulary, philosophy and presentation.

Financial translations

Translations of financial documents demand to be rigorously adhered to accounting and international finance standards and terminology. My academic background, being a Master in Business Administration (MBA) and working experience in the consulting organization, CIC-Center of International Competitiveness have given me enough experience and knowledge to ensure quality of financial and accounting translations. Working as freelance translator, I have translated the following types of documentation:

- Annual reports,
- Balance sheets,
- Financial analysis
- Business reports,
- Press releases
- Business plans and quotations

Miscellaneous Linguistic tasks

I have worked on several projects involving teams of translators, reviewers and back translators in the capacity of coordinator, quality assurance reviewer and monitor, performing one or more of the following tasks:

- Reviewing and spot checking of content
- Performing quality assurance on linguistic assets produced by third parties
- Source and target files alignments to create translation memory
- Performing Terminology and Translation Memory maintenance
- Monitoring and coordinating the group to meet language quality requirements
- Training and mentoring for other external linguists
- Preparing language learning and testing material for basic and higher level
- Participating in translation related discussions

Other special assignments

I have successfully carried out the following projects during past few years:

- Preparing reading, listening and video material for a short introductory course of Pashto and Dari languages for Slovenian students of Panteon College, Ljubljana, Slovenia.
- Study material for advanced Urdu Learning program for English speaking students, Including
 - Selection of reading material from electronic and printed media
 - Creating spoken and written passages in Urdu
 - Test papers to assess knowledge of learners

PUBLISHED TRANSLATION WORK

- Complete translation of proceeding of the conference: "ACCESSION OF SLOVENE ENERGY SECTOR TO THE EUROPEAN ENERGY MARKET", held in Ljubljana, June 1999. (Translation from **Slovenian to English**), published by CIC, Ljubljana, March 2000.
- Co-author of **Slovenian** version of "ZASAVJE 2000+ STRATEGIJA RAZVOJA ZASAVSKE REGIJE": ("ZASAVJE 2000+, STRATEGY OF ZASAVJE REGIONAL DEVELOPMENT), published by Zagorje, April 1999. (50 pages A4 format)
- Translation of the above project from **Slovenian to English**: "ZASAVJE 2000+, STRATEGY OF ZASAVJE REGIONAL DEVELOPMENT", published by Municipality of Zagorje, April 1999. (50 pages A4 format).
- Editing and proofreading of the proceeding of the conference "INTERNATIONAL COMPETITIVENESS, INSTITUTIONAL STRATEGIES FOR TRANSITIONAL ECONOMIES" (presentations and discussions) held in Bled, Slovenia in April 1997 – published by CIC- Ljubljana, June 1999. (ISBN 961-90727-1-5) -- 120 000 words.
- Several articles and translations in Urdu and about Urdu published on websites and Urdu newspapers.

SOFTWARE - CAT

Windows XP Home, Office 2007 Vista edition, Open Office,
Trados 6.5; Wordfast, SDLX Lite; Transit 3.0; Across Personal Edition;
Acrobat Professional 6

HARDWARE

- DESK TOP PC - Windows Vista - Office 2007 Vista edition, Open Office,
- LAP TOP PC - Windows XP Home, Office 2000
- SCANNER - Scanjet
- PRINTER + scanner + copier + fax - LAXMARK 5000 Series; Lexmark E232

Membership of Professional Association

Member of Association of Scientific and Technical Translators of Slovenia (DZTPS)
Petkovškovo nabrežje 57, 1000 Ljubljana, Slovenia.
<http://www.drustvo-ztps.si>

Internet connection:

Broadband