AREAS OF EXPERTISE

*Translating Medical documents*

*E-learning*

*Press release*

*Technology,etc..*

PERSONAL SKILLS

*Detail orientated Well organized Friendly*

PERSONAL DET AILS

*Matin badakhsh*

 *New city fayzabad badakshshan*

*M: 0093784545811*

*E:matine.badakhshi@gmail.com*

*DOB: 18/02/1991*

*Nationality: afghan*

Matin badakhsh

Translator – Uzbek To English, persion,Hindi and Dari

PE RSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

 ***WORKING TRANSILATION DIRECTORY***

***Duties****:*

Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points.

Providing guidance & feedback & creating customer -specific style guides.

Revising more junior translators' translations.

Working as a translator for Law firms, charities and local councils. Supporting the translation team with other projects when necessary.

Retrieving articles from newspapers, magazines & the internet & translating them into English.

KEY SKILLS AND COMPETENCIES Familiar with translation software tools.

Excellent communication and social skills. Able to work to tight deadlines.

Highly skilled in Word, Excel and Microsoft Outlook.

Able to priorities work.

ACADEMIC QUALIFICATIONS

Teacher training center( TTC) fayzabad Badakhshan from 2010/2012

BCA/BSC AT JAMIA HAMDARD UNIVERSITY INDIA

REFERENCES – Available on request