

# Resume

## MD. MAHMUDUL HASAN MARUF

Translator II Transcriptionist II Reviewer

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## Work Experience

### Translator, Word Bridge Ltd.

(Aug 2019 - Present)

- Accurately translated reports and texts different formats containing facts and abstract language.
- Proofread, edit and revise translated materials to ensure that the content convey original meaning.

### Translator, Pakur Language Services

(Nov 2018 - Present)

- Providing translation solutions for wide range of high-quality localized products and content.
- Ensuring translated documents conveys proper meaning and tone.

### Translator, Word Publishing

(Sept 2018 - Nov 2019)

- Translate written and verbal communications between Bengali and English.
- Provide review and verification of translation as required, including materials created by third party translation services.
- Cross-reference specialized dictionaries and translation tools to check the quality of translation.
- Completed final project translating scientific study materials including procedures, observations and results

### Transcriber, PoliLingua

(June 2020 - July 2020)

- Transcribe Bengali audio provided through online tool.
- Transcribed more than 12 hours in that project.

### Transcriber, Appen

(Oct 2020 - Dec 2020)

- Transcribe Bengali audio provided through LOFT online tool.
- The project named "Brahmaputra"

## Skills

- Well-versed in translating verbal communication and written words from English to Bengali or vice versa.
- Meticulous English to Bengali Translator bringing 2 years' experience in this field.
- Solid background in Smartcat to complete diverse translations. Desiring a long-term position with a growing team.
- Adept at keeping the original meaning, style and unique characteristics of original words and documents when completing professional translations.
- Experienced in translating documents and spoken words in Bengali from English.
- Top-notch strengths in verbal and written communication.

## Software & Tools used

- SDL Trados Studio 2019
- Wordfast Pro 3
- Smartcat
- MateCat
- Workbench
- Crowdin

## Education

B.Sc. (Honors) in Genetic Engineering and Biotechnology  
University of Rajshahi, Rajshahi, Bangladesh.

## Languages

Bengali (Native Proficiency)  
English (Professional Proficiency)

## Area of Specialization

Science & Technology, Software & Hardware, Business & Marketing, Finance & Banking, Advertising, Film & Art, Books, Aviation, History & Geography, Travel & Tourism, Social & Development activities.

## Leadership

- Vice President, Rajshahi University Science Club
- Media Secretary, American Society for Microbiology International Student Chapter