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|  | Md. Masud Rana  Freelance Translator |
| AREAS OF EXPERTISE | PERSONAL SUMMARY |
| *Mobile & IT*  *Website Localization*  *Business*  *Marketing*  *Finance* | 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. |
|  | WORK EXPERIENCE |
| COMPUTER SKILLS  *MS Word, Excel, PowerPoint*  *Adobe Photoshop*  *Adobe Dreamweaver*  *Wordfast Anywhere*  *Memo-Q*  *GTT*  *MateCat* | ***Freelance Translator***  From February2012–Present  (Translated more than **500,000** words)  ***Worked for***   * Microsoft * GlaxoSmithKline * Google * Facebook * U2opia Mobile * Samsung * Different Public Schools of USA * Legal firms of UK * Bikroy.com   **Translated Documents:**   * App & Website Localization * Game Localization * Marriage, divorce, death and birth certificates * Immigration documents * Court settlements * Court findings * Govt. Policies * Directorate of Education Curricula * Educational reports * Sales information * Marketing & advertising * Training Manual * Medical Documents |
| PERSONAL SKILLS  *Detail orientated Well organized*  *Friendly* |
| DAILY CAPACITY  *3000-5000 words*  PROFESSIONAL TRAINING  *Website Design and Development* |
| KEY SKILLS AND COMPETENCIES |
| PERSONAL DETAILS  *Md. Masud Rana*  *46/I/KA, North Maniknagar*  *Dhaka-1203*  *Bangladesh.* | * Familiar with translation software tools like Memo-Q and Wordfast, GTT, MateCat. * Excellent communication and social skills. * Able to work to tight deadlines. * Highly skilled in Word, Excel and Microsoft Outlook. * Able to prioritize work. |
| *M:+8801670860648*  *E:*[*mr9ape@*](mailto:mr9ape@)*gmail.com*  *Skype ID: mr9masud*  *DOB:10/08/1985*  *Nationality:Bangladeshi* | ACADEMIC QUALIFICATIONS |
| * **M.S in Applied Physics**   Dhaka University, Bangladesh   * **M. Econ in Development Economics**   Dhaka School of Economics, Bangladesh   * **Certificate Course in Web Design & Development**   University of Dhaka, Bangladesh |
|  | REFERENCES–Available on request |