



+92334-4135268



habib647@gmail.com



2 April, 1986



Lahore, Pakistan

Objective

My prime objective is to 'provide High Quality' translation services to my clients beyond their expectations and help them in producing high quality content that can benefit them in their businesses.

CORE STRENGTHS & ENABLING SKILLS

- Fluent in Urdu and English
- Know the clarity, writing style and tone suitability, business vocabulary, and scientific terminologies while translating documents
- Translate as per client style-guide advice
- Extremely precise and dedicated translation
- Knowledge of CAT tools
- High Quality Proofreading and review of the translated content

PROFESSIONAL SUMMARY

Dedicated English-Urdu translator with over 5 years of experience working in professional communities including Protranslate.net for more than a year. Translation of followings include academic documents, social sciences, research reports, blogs, articles and large-scale executive organization documents and many more.

PROFESSIONAL EXPERIENCE

Pakistan Institute of Legislative Development and Transparency (PILDAT)

Information & Communication Officer, July 31, 2017-Present

Responsibilities:

- Translation of various documents including research reports, programs agendas, workshops and trainings materials, books, press releases, brochures, pamphlets, web pages etc.
- Review and proofread translated work mentioned above

Freelancer

Working as a Freelance translator for more than five years with various companies of development and business sector including but not limited to: Protranslate.net, Al-Karam Studio and Signify (Pvt.) Ltd

EDUCATION

University of the Punjab, Lahore

Master of Library & Information Science with distinction, *3rd position (Bronze Medal)*