

Parvez Ali

Translator | Transcriber
| Data Entry Operator |
Subtitle Editor | Script
Writer | Voice Over |

Contact

Address:

Ghotki, Sindh ,Pakistan 65110

Phone:

+923093920574

E-mail:

parvezmahr@gmail.com

Skills:

Word Processing | Subtitle
Editor | Decision-Making |
Transcription | Draft editing
| Re-Typing |
Transcribing documents |
Information Verification |
Typing speed 65 wpm |
Identifying errors |

Languages

English (Official)
Urdu (National)
Sindhi (Native)

As a data entry freelancer, I specialize in accurately and efficiently inputting data into various systems, spreadsheets, and databases. I have experience in handling large volumes of data and performing tasks such as data verification, data cleaning, and data analysis.

My skills in typing and attention to detail allow me to deliver error-free and timely work. I am proficient in using Microsoft Excel, Google Sheets, and various other data management software.

Experience & Qualification

Experience

2023-01 -

Current

Translator

braahmam International, Ireland

- ✓ Replicated flow, style, and overall meaning of original texts.
- ✓ Applied cultural understanding to discern specific meanings beyond literal written words.
- ✓ Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- ✓ Translated documents from English to Sindhi
- ✓ Translated documents from English to Urdu
- ✓ Translated documents from English to Siraeki

2022-07 -

Current

Translator

Assign Projects PK, Lahore

- ✓ Replicated flow, style, and overall meaning of original texts.
- ✓ Translated documents from English to Sindhi
- ✓ Translated documents from English to Urdu
- ✓ Translated documents from English to Siraeki
- ✓ Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- ✓ Applied cultural understanding to discern specific meanings beyond literal written words.

2019-11 -

Current

Data Entry Operator

Sindh Police @ Pakistan, Karachi

- ✓ Scanned documents and saved in database to keep records of essential organizational information.
- ✓ Verified data files prior to entry to maintain high data accuracy.
- ✓ Entered numerical data into databases with speed and accuracy using 10-key pad.
- ✓ Completed data entry tasks with accuracy and efficiency.

Education

2018-12 -21

2020-07-22

B.Sc Degree in Computer Science

Virtual University Pakistan, Lahore, Punjab, Pakistan

2018-01 -23

2021-02-28

Bachelor of Science

Shah Abdul Latif University - Khairpur, Sindh, Pakistan

2022-02 -

Current

Master of Arts

Shah Abdul Latif University - Khairpur, Sindh, Pakistan