


SAJID ALI




Translator, Proofreading



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SOCIAL MEDIA

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 <http://web.facebook.com/profile.php?id=100006565474492>

PROFILE

Detail-oriented individual with **Three years** of Translation experience. I can make it much easy to read write and speak your words in other languages. Worked on many platforms online and offline. Responsibility is real power.

EDUCATION

02.2015 - present **UOS, University of Sargodha Punjab Pakistan**
Education, Foreign languages

EXPERIENCE

01.2017 - present **ProfLingva**
Translator
Responsibilities: coordinated tracer activities; Conducted client assessments; Screened and trained new employees

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills
- ✓ Good Time mangment skills
- ✓ Well to know others words

SOFTWARE SKILLS

Microsoft Word ●●●●●●●●
Microsoft Office ●●●●●●●●
SDL trados ●●●●●●●●
CAT tools ●●●●●●●●
Memsource ●●●●●●●●
Word Fast ●●●●●●●●
Foreign Desk ●●●●●●●●

PERSONALITY

Communicative Punctuality
Creativity Organized

LANGUAGES

English ●●●●●●●●
Urdu ●●●●●●●●
Arabic ●●●●●●●●

HOBBY



Reading



Technology



Tennis



Football



Writing



Translation