



SAYED EHSAN ANDARABI TRANSLATOR AND EDITOR

KABUL, AFGHANISTAN
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SAYEDEHSAN57@GMAIL.COM
LIVE: SAYEDEHSAN57

SKILLS AND PROFICIENCIES

- Excellent verbal, written, and interpersonal skills;
- Good time management and organizational skills;
- Writing, editing, proofreading and formatting skills;
- Monitoring web, email and social media analytics and reporting to management;
- Research skills, including the internet (online) research;
- Fluency in written and oral English;
- Microsoft Office 365 Suite;
- English, *Dari* (Mother Language), and Pashto.

WORKSHOPS AND COURSES

- 3-Month online course of "Miracles of Human Language: An Introduction to Linguistics", by University of Leiden, Jan-Apr 2024;
- 3-week online course of "Introduction to Translation Science; by University of Rochester, Dec 2023;
- Pre-Employability and Self-Development Training Program, which was organized by USWDP, 2018;
- Management & Leadership Training at Management & Leadership Educational Organization, 2016;
- Basic Research Methods for Social Science at Afghanistan Center at Kabul University (ACKU), 2015;
- 6-month training on "Media Law and Freedom of Speech", organized by Internews-Afghanistan and in collaboration with Oxford University in Kabul and India, 2017.

TRANSLATION SOFTWARE KNOWLEDGE:

- Memsources
- Trados Studio
- CyraCom
- MemoQ
- PMTE
- Smartling
- Time Stamping
- SmartCat

REFERENCES

- Basir Suliaman, Founder & CEO of ATA
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- Sayed Ali Reza Kashifi, Correspondence Officer-AGO
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Email: reza.kashifi@gmail.com
- Eman Hamdy, Project Manager at Mid-Localize
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Email: eman.eweis@midlocalize.com

QUALIFICATIONS PROFILE

A highly skilled and experienced translator with a strong background in translating text, documents between English<> Dari/Pashto. Bringing forth an excellent command of these languages, and a track record of impeccable proofreading, editing, revising, localizing, and translating. Highly skilled in legal, education, commercial, and administrative terminologies. I endeavor to join a dynamic and professional organization where I can apply and invest my talent, skills, and education not only for the benefit and sustainability of the organization but also to utilize and expand my own experiences, knowledge, and education.

EDUCATIONAL BACKGROUND

- Master of Public Administration and Policy at Kabul University, 2022;
- Bachelor of Law and Political Science - Kabul University, 2017
- Legal Stage at National Legal Training Center at Kabul University, 2019;
- Judicial Stage at Supreme Court, 2021;
- Arbitration and Mediation Stage at Afghanistan Center for Commercial Dispute Resolution, 2022;
- Diploma in English (DEL) at Azeraksh Academic Center, 2013;
- Diploma in English (DEL) at Muslim English Language Institute (MELI), 2018; and
- Diploma in Information Technology (DIT) at Kabul University 2017.

EXPERIENCE

INTERNATIONAL PPSYCOLOGICAL ORGNIZATION (IPSO)

Kabul, Afghanistan
Jan 2024 – Present

TRANSLATOR

Translate proposals, materials, log frames, and weekly, monthly, and annual reports between Dari, Pashto and English;
Translate data received from the database and reentry the translated data;
Interpret during meetings, conferences, and trainings;
Create, edit, proofread, and finalize translated documents;
Write letters in national and English languages; and
Write case stories, poems, and books.

BRAAHMAM INTERNATIONAL

Remote/Freelance English<> Dari Translator

Dec 2023 – Present

FREELANCE TRANSLATOR

Translate texts/documents from English into Dari and vice-versa;
Edit and proofread text/documents to reflect the language accurately;
Use specialist translation software; and
Provide online interpreting services, as needed.

GLOBAL INTERPRETING NETWORK

Remote/Freelance Translator

Jul 2023 – Present

FREELANCE TRANSLATOR

Translate materials from English into Dari/Pashto through the **Smartcat** system;
Proofread and edit translated texts, documents; and
When required, provide online interpretation in meetings, conferences, and in writing between English, Dari/Pashto.

MID-LOCALIZE

Remote/Freelance Dari Editor and Translator

Jan 2023 – Present

FREELANCE DARI EDITOR

Machine Translation Post-Editing (MTPE) through ATMS Web Editor between English and Dari;
Translate English materials into Dari through ATMS Web Editor; and
Provide quality assurance for the edition and translation processes.

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FKH-MEDIA

Kabul, Afghanistan
Oct 2022 – Jan 2024

TRANSLATOR

Translate news reports from Dari and Pashto into English and vice versa;
Summarize Dari and Pashto news to English for monitoring project;
Technical translation for all materials from English into Dari/Pashto and vice versa;
Work with a wide range of media and translation software;
Engage with other departments to provide translation services; and
Any other task assigned by the Project Manager.

AFGHAN TRANSLATION ASSOCIATION (ATA)

Kabul, Afghanistan
Apr 2021 – Oct 2022

ENGLISH <> PERSIAN (FARSI) TRANSLATOR

Translate Wikipedia articles from English into Persian (Farsi);
Edit and proofread translated texts, documents and material;
Provide translation of legal texts, English-Dari and Dari-English;
Transcript Dari and Pashto audio/video recordings and translate them into English;
Manage proofreading, typesetting, and editing of English/Dari projects; and
Other duties and responsibilities are specified in the contract.

ATTORNEY GENERAL'S OFFICE

Kabul, Afghanistan
Aug 2019 – Apr 2021

TRANSLATOR

Change Afghanistan's Languages (Dari & Pashto) into English and vice-versa;
Translate contracts, letters, offer letters, summary of seasons, and press statements from English<> Dari/Pashto;
Verbal and direct interpretation during meetings, conferences, and trainings;
Save and keep confidential all translated documents and data;
Make sure to arrange files of translated documents and send them to the respective offices/administrations;
Research legal, technical and scientific phraseology to find the correct translation;
Report on work performances and other reports as necessary; and
Perform other duties according to the employer's direction in line with laws and regulations.

HABIBI TRANSLATION & RESEARCH COMPANY (HTRC)

Kabul, Afghanistan
Jan 2018 – Aug 2019

LEGAL & TECHNICAL TRANSLATOR

Translate legal and technical texts, documents, contracts, proposals, and books from English into Dari/Pashto and vice versa in a timely manner with complete accuracy, fidelity, fluency, and quality, and making the maximum effort to translate the legal, and scientific and technical terms correctly in accordance with all literacy and grammatical rules;
Edit and proofreading translated texts and documents;
Work closely with the communications team to review documents before publication and release to external audiences;
Use research results to write reports, papers and reviews and present findings in journals and conferences;
Transcript audios and videos, and direct translation of speeches, declarations, and interviews from English into Dari/Pashto and vice versa; and
Collaborate with research teams, industry stakeholders and government agencies.