

Prospective Employer
Toronto, ON

Date: Dec.19, 2014

Dear Sir or Madam:

Sub: Multi-Lingual: English, Hindi, Urdu, Punjabi,
Pashto, Farsi/Persian/Dari
Author, Blogger in English – Amazon. Google Blog.

I am seeking online translation and writing jobs. I submit my resume followed by this cover letter for a position (Part time or Full Time) as a Translator (Not Interpreter) a job only written translation for English, Hindi, Urdu, Pashto Farsi/Persian/Dari.

I learned Hindi Language in my community school from my childhood. Urdu Language was taught as a secondary language in the same community school, the same was enhanced by me due to my father's business links with Pakistan. My mother tongue is Multani, and my family and I are close related to Sindhi and Punjabi communities. I know those all. Pashto and Dari are the official languages of Afghanistan and for the sake of grammar for the underlined languages, Arabic language grammar was taught a little bit also. I did my school unto 12th grade in my birth place Kandahar, where the PASHTO language was medium. Dari language was medium in Kabul University, where I was graduated. For the sake of our tests and extra curriculum activities, we have to study Iranian books, which were specified and/or referred. That was the only option, because there were no more books available in the country in local languages. English language was pursued by me due to several reasons such as; business and cultural ties with India and Pakistan and the privilege I had, that bringing in English books to home from India and Pakistan and etc. Therefore, I am affluent in HINDI, URDU, PASHTO, AND FARSI/PERSIAN/DARI all in reading, writing, listening and speaking.

Due to my vast business experience in Afghanistan and varied of business activities inside of Afghanistan and beyond its borders as well as in Canada (please refer to my resume) and understanding of Native Languages, dialects and accent of that side of the world, and my deep understanding and knowledge of Geo-political, regional, ethnic and cultural environment in which those languages are used. And the ability to translate in its true meaning; analyze or extract data directly from Pashto, Farsi/Persian/Dari and Urdu Languages sources, without losing idiom and nuance; in translation.

I trust that my qualifications will be of interest to you, and I look forward to discuss your specific requirements in greater details. Thanking you for your consideration, and I will appreciate hearing from you soon.

Truly,

Shyam Lal Arora

CAREER OBJECTIVE: A position as a Translator: ENGLISH, HINDI, URDU, PASHTO,
FARSI/PERSIAN/DARI.

Article and other related writing jobs

HIGHLIGHTS OF EXPERIENCE AND QUALIFICATIONS:

Fluency in English, Hindi, Urdu, Punjabi, Pushto, Farsi/Persian/Dari and working knowledge of some other Afghani, Pakistani, Indian, and Iranian languages.

Currently working as an independent Author/Writer/Blogger (in English)

Worked as a Translator/Interpreter for English, Farsi/Persian/Dari and Pashto with U.S. Army.

Stock trader through discount broker, on-line trading Stocks at New York, NASDAQ and Toronto Stock Exchanges etc.

Extensive experience in Entrepreneurship, and Import/Export in Afghanistan:
Import/Distribution, Import/Distribution to rural Afghanistan, Import distribution and liaise with private and cooperatives (under government), as well as liaise with different government agencies at different regimes of governments at different times.

Manufacturers' Agent and Import/Export Business in INDIA.

Trans-shipment, Import/Export and other related businesses in PAKISTAN and IRAN.

Conducted business trips to West-Germany, East-Berlin, Poland, Turkey, Hong Kong, Bangkok, Taiwan and Singapore etc.

EDUCATION:

B.A. Economics, specializing in Business Administration
Kabul University, Kabul, Afghanistan
(Evaluated by University of Toronto)
Taught by West-German Lecturers

BUSINESS AND RELATED EXPERIENCE AND OTHER JOBS:

Import/Distribution, Import/Stock and Sale, Import for Re-export and Exports in AFGHANISTAN for 10 years.

Manufacturers' Agent, Exporter and related businesses in INDIA for 6 years.
Trans-shipment and other Business Activities in PAKISTAN. Conducting business trips and living there for months at different period of times and occasions.

Helped Afghan and other South Asian business owners to import specific products into Canada, within a broader range of activities.

Worked as a Life and Disability Insurance Agent at
Canada Life Assurance Company
TORONTO, ON. CANADA

Financial Adviser and sales Representative for Mutual Funds
Keybase Financial Group
MARKHAM, ON. CANADA

ADDITIONAL AND OTHER TRAINING:

Developing and presenting Business Plan, Communication skills, and International Trade.
Global Connection (A Federal Government Program).
TORONTO, ON. CANADA

Professional Financial Planning Course at:
Canadian Securities Institute
TORONTO, ON. CANADA

Canadian Securities Course at:
Richmond School of Commerce
TORONTO, ON. CANADA

Life and Disability Insurance, Sales and Peoples' skills course
Canada Life Assurance Co.
TORONTO, ON. CANADA

Relevant Code of Ethics and Conduct courses
At the above said Institutions?

AccPac (Computerized Accounting), Other Computer courses at:
Bickford Center, L.E.F. Skills for Change and other Institutions
TORONTO, ON. CANADA

One year of MILITARY TRAINING as a Lieutenant in Afghanistan during ex-king Zaher regime.

SOFT SKILLS:

Good Human Relation Skills, including diplomacy and understanding of cultural sensitivity.
Good Public Relation Skills, and can work with many different personalities.
Excellent peoples' skills, supportive and encourage others to perform their duties.
Strong interpersonal and communication skills.
Portfolio of Projects and other related Documents are available for review.