

R E S U M E



Freelance Translator

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About Me:

My Name is Gran Bacha I am a linguaphile at heart driven by the art of translation. My journey as a translator has been a fulfilling one, allowing me to explore the rich tapestry of languages and cultures. I believe that translation is not merely a profession; it's a bridge that connects people, ideas, and cultures. Whether it's translating legal documents, literary works, or technical manuals, I approach each project with enthusiasm and a commitment to excellence. I take pride in my ability to convey the essence of the source material while ensuring clarity and accuracy in the target language Translation

Career Objectives:

Seeking opportunities in translation language and facilitate cross-cultural communication As a translator, my goal is to be an effective communicator across linguistic boundaries, fostering connections between people and ideas Dedicated to maintaining the highest ethical standards in translation, respecting confidentiality and cultural sensitivities.

my linguistic proficiency and passion for languages in a challenging translation role Seeking to be a reliable and versatile translator, capable of handling various document types and languages to contribute my skills to a dynamic organization that values accuracy and cultural sensitivity in translation work.

Professional Summary:

I am a dedicated Translator experienced in facilitating accurate and culturally sensitive communication across languages My passion for languages, combined with rigorous attention to detail, ensures that I provide top-notch translation services. I thrive in diverse and dynamic environments, adapting my skills to various industries and subjects. As a translator, I am committed to maintaining the integrity and authenticity of the source material while delivering clear and coherent translations that resonate with the target audience.

Key Skills:

Proficient in multiple languages, with a strong command of both source and target languages.
Excellent attention to detail, ensuring precision and accuracy in translation work.
Cultural sensitivity and awareness, vital for maintaining context and nuance.
Strong research skills to understand industry-specific terminology and concepts.
Exceptional written communication skills in both source and target languages.
Effective time management and the ability to meet deadlines consistently.
Expertise in various translation tools and software for improved efficiency.
Adaptability to diverse subject matters, from legal and medical to technical and literary translations
Proofreading and editing skills to enhance the quality of translated content.
Commitment to ongoing professional development in the field of translation.

Areas of Expertise:

Translating legal documents, contracts, and agreements with precision Conveying complex medical information accurately and sensitively Translating technical manuals, user guides, and product documentation Preserving the artistic and cultural nuances of literary works Facilitating international business communication, including marketing materials and reports Adapting content for specific regions and cultures while maintaining brand consistency

Providing real-time interpretation services for meetings and conferences Translating academic papers and research documents across disciplines Ensuring websites are culturally relevant and accessible to a global audience.

Professional Work Experience:

I have 7 years Experience work of translation, Transcription, Subtitling and Captioning with given online teaching Classes in Skype, Google meet & zoom to Students during COVID-19 As a freelance translator, I have the privilege of working with diverse clients across multiple industries. I have successfully translated a wide range of documents, including legal contracts, medical reports, technical manuals, literary works, and marketing materials. My freelance experience has honed my ability to manage projects independently, meet tight deadlines, and deliver high-quality translations that satisfy clients' specific requirements. I have also developed strong client communication skills, ensuring that project goals and expectations are met consistently.

Education Profile;

Matriculation (Science) ; Board of intermediate & Secondary Education Swat

Diploma in Commerce ; Technical Board Peshawar

Bachelor of Commerce ; university of Peshawar

Master of Economics ; university of Malakand

Certification; six Months Certificate of English language from Unique Academy Peshawar kpk

Computer Skill; Six Months Computer Course Certificate of Information Technology (C.I.T)

Accounting SoftWare: Peach Tree, Quick Book, fresh Book, Xero Accounting, Zoho Book, Office Accounting & Tally,

Ms.Office: Ms-Excel, Ms-Word, Ms-Access, Ms-Power Point, Ms-Front Page & Inpage)

Graphics Designing: (Corel Draw, Adobe Photoshop M/M/Flash, Print Artest, Instant Artest, Swish Mx, M.M. Free Hand Mx

Internet Expert: especially in SEO Expert The Following Programs Were Considered On Internet Web Browsing, Downloading different software And Sending E-Mailing On Internet

Auto Cad: (Civil, Electrician & Plumbing)

Computer Hard Ware : Disk Partition, Formatting Driver Installation, Windows Installation, Bios Setting Assembling & Disassembling Of Computer From Cosmos Computer Institute Barikot Swat (KPK)

Languages;

Native language Urdu & Pashto

Professional language English, Italian, German, Spanish, Portuguese, Russian, Ukrainian, Dutch and more than 120 language understand and translate to Different languages in Depend on Clients Demand to Translated.

Communication Skills:

Effective communication is the core of my translation practice. I am adept at conveying complex ideas and maintaining clear and open lines of communication with clients, My ability to listen actively and respond with precision allows for efficient collaboration and ensures I understand the importance of cultural sensitivity in communication, which is essential in the field of translation, My strong communication skills extend to both written and spoken interactions, facilitating successful cross-language exchanges.