**M. ASIF FARAZ E-mail:** [**mf.aca.faraz@gmail.com**](mailto:mf.aca.faraz@gmail.com)

**House#09, Street#2A, Paris City F-Block H-13 Islamabad (44000) – Pakistan** [**info.habsun@gmail.com**](mailto:info.habsun@gmail.com)

**Contact: +92 345 6998997**

**PROFESSIONAL SKILLS & STRENGTH:**

A seasoned professional and leader who is responsible for **Translations, Localization, Transcription, Interpretation,** and administrative functions, and implementing an effective system of Languages. The accomplishment of research projects at the university level & job period truly depicts my power to influence others to achieve my goals. My areas ofexpertise and experience are:

* Develop detailed Project Plans for cross-functional initiatives and projects including defining project scope, goals, and deliverables; defining projects tasks and required resources; creating communication protocols; and project timelines.
* Manage and analyze project-based financial data, including budgets, risks, and resource allocation.
* Monitor the execution of assigned tasks and responsibilities of cross-functional, global team members. Develop and track measures/indicators related to outcomes of each planning process.
* Languages Translations, Localization, Transcription, Interpretation Services
* Languages Editing, Copywriting, Subtitling, and Proofreading Services
* eBooks and Book Writing and Designing, Data Entry Services, etc...

**OBJECTIVE:**

**Having toiled long and hard to be at the top, I now want to be associated with an organization where ‘staying at the top’ is the norm. I wish to excel in my field with a rapidly growing, quality and ethics conscious organization, and thus contribute to the unparalleled progress and distinction of my organization as well as the development and prosperity of our nation.**

**LANGUAGES TO BE TRANSLATED:**

**SOURCE LANGUAGES (All Variants-With Reverse Option):**

English, Chinese, Korean, Pashto, Spanish, Russian, Lao, Vietnamese, Japanese, Portuguese, Turkish, Ukrainian, Lithuanian, Greek, Polish, Dutch, German, Arabic, Thai, Bulgarian, Czech, Estonian, Italian, French, Croatian

**TARGET LANGUAGES:**

English, Chinese, Korean, Spanish, Lao, Russian, Vietnamese, Japanese, Portuguese, Turkish, Ukrainian, Lithuanian, Greek, Polish, Dutch, German, Arabic, Thai, Bulgarian, Czech, Estonian, Italian, French, Croatian, Urdu, Bengali,  Hungarian, Latvian, Norwegian, Slovak, Slovenian, Hindi, Turkmen, Indonesian, Persian, Valencia, Basque, Catalan, etc.……

***Rates will be provided as per client demand, as for me client is more important, money is secondary thing.***

**Professional Qualifications:**

## PhD Linguistics 2015 - 2020

National University of Science and Technology, Pakistan

## PhD Foreign Languages 2011 – 2015

National University of Science and Technology, Pakistan

**ACCA 2007 - 2010**

**A**ssociation of **C**hartered **C**ertified **A**ccountants.

**MSc 2007 - 2010**

National University of Science and Technology, Pakistan

**EXPERIENCE:**

**Director Trans-Localize Management** **System (PM)** (01/2016 – Current)

***HABSUN-IMPEX (SMC-PVT) LTD***, Islamabad, Pakistan

* Creates project charters and outlines for cross-functional projects and initiatives aligned with corporate objectives and priorities.
* Develop detailed Project Plans for cross-functional initiatives and projects including defining project scope, goals, and deliverables; defining projects tasks and required resources; creating communication protocols; and project timelines.
* Manage and analyze project-based financial data, including budgets, risks, and resource allocation.
* Monitor the execution of assigned tasks and responsibilities of cross-functional, global team members. Develop and track measures/indicators related to outcomes of each planning process.
* Manage change when necessary to meet project outputs.
* Develop project status reporting and present project progress, updates, challenges, and solutions to stakeholders.
* Evaluate and assess project results and post-project reports and share lessons learned through the organization.
* Develop and refine project management process documentation and training material.

**CHIEF Trans-Localizer & WRITER** (01/2018 – Current)

***HABSUN-IMPEX (SMC-PVT) LTD***, Islamabad, Pakistan

* Multi Languages Translations, Localization, Transcription, Interpretation
* Languages Editing, Copywriting, Subtitling, Proofreading Services
* EBooks and Book Writing and Designing
* Data Entry Services
* Led organization by establishing business direction and actualizing op plans to meet goals.

**DIRECTOR LANGUAGES**, (01/2012 - 01/2018)

***Capital Language Services***, Islamabad, Pakistan

* Multi Languages Translations, Localization, Transcription, Interpretation
* Languages Editing, Copywriting, Subtitling, Proofreading Services
* EBooks and Book Writing and Designing
* Data Entry Services

**VISITING PROFESSOR**, (01/2014 – Current)

***University of Central Punjab Islamabad***, Islamabad, Pakistan

* Teaching various subjects of business, Languages Subjects
* Measured students' knowledge, abilities and performance relative to learning objectives through tests and assignments.

**Expertise:**

**Skills**

* Language Translation, Localization, Transcription, Interpretation Services with 12+ years of experience Expert
* Language Editing Services with 12+ years of experience, Expert
* Language Proofreading Services with 12+ years of experience, Expert
* Managing Business Policies with 15+ years of experience, Expert

**Translation Softwares Used:**

* **SDL® Trados 21, Worfast, memoQ, Smartcat, Star® Transit, Memsource, MateCat, Omega, Transit, etc.……..**

**Hobbies:**

Reading and analysis of Articles on Translation/Transcription/Localization, Tr IT, AI, Cloud business reports, Thesis, Projects, Travelling.

**Valued Clients**

* Turkish Embassy Pakistan, German Embassy Pakistan, UK Embassy Pakistan, Afghan Embassy Pakistan, Chinese Embassy Pakistan, UAE Embassy Pakistan, Saudi Embassy Pakistan, Azerbaijan Embassy Pakistan,
* Pakistan Legal Department, Pakistan Supreme Court, Pakistan Parliament , Capital Development Authority, Lahore Development Authority, Multan Bar Association, Metro Habib Corporation, Sialkot Dryport Trust, Sialkot International Airport, Meezan Bank Limited, National Highways Authority, National Foods, Pakistan Minerals Authority, University of Central Punjab, University of Science and Technology, National University Of Science and Technology ………………….

**Social Media Links:**

**Email ID:** [**mf.aca.faraz@gmail.com**](mailto:mf.aca.faraz@gmail.com)

**WhatsApp # +923456998997**

**WeChat: wxid\_jyshb5qwy48822**

**Skype ID: live: .cid.d98e3a3071f34ed3**

LinkedIn: <https://www.linkedin.com/in/m-asif-faraz-402b8841/>

Facebook: <https://www.facebook.com/sam.aca.faraz/>

KDP (AMAZON): <https://kdp.amazon.com/en_US/bookshelf?ref_=kdp_kdp_TAC_TN_bs>

Translators Cafe: <https://www.translatorscafe.com/cafe/member463414.htm>

Instagram: <https://www.instagram.com/asifaraz075/>

ProZ.com: <https://www.proz.com/profile/3393662>

Smartcat: <https://smartcat.com/marketplace/user/muhammad-asif-faraz>

WEBSITE: [www.habsunimpex.com](http://www.habsunimpex.com)

Twitter: <https://twitter.com/AsiFaraz075>

**Looking forward to your kind response.**

**Thanks & Regards**