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|  | Md. Masud RanaFreelance Translator |
| AREAS OF EXPERTISE | PERSONAL SUMMARY |
| *Mobile & IT**Website Localization**Business**Marketing**Finance* | A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas &can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity& multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. |
|  | WORK EXPERIENCE |
| COMPUTER SKILLS*MS Word, Excel, PowerPoint**Adobe Photoshop**Adobe Dreamweaver**Wordfast Anywhere**Memo-Q**GTT**MateCat* | ***Freelance Translator***From February2012–Present(Translated more than **500,000** words)***Worked for*** * Microsoft
* GlaxoSmithKline
* Google
* Facebook
* U2opia Mobile
* Samsung
* Different Public Schools of USA
* Legal firms of UK
* Bikroy.com

**Translated Documents:*** App & Website Localization
* Game Localization
* Marriage, divorce, death and birth certificates
* Immigration documents
* Court settlements
* Court findings
* Govt. Policies
* Directorate of Education Curricula
* Educational reports
* Sales information
* Marketing & advertising
* Training Manual
* Medical Documents
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| PERSONAL SKILLS*Detail orientated Well organized* *Friendly* |
| DAILY CAPACITY*3000-5000 words*PROFESSIONAL TRAINING*Website Design and Development* |
| KEY SKILLS AND COMPETENCIES |
| PERSONAL DETAILS*Md. Masud Rana**46/I/KA, North Maniknagar**Dhaka-1203**Bangladesh.* | * Familiar with translation software tools like Memo-Q and Wordfast, GTT, MateCat.
* Excellent communication and social skills.
* Able to work to tight deadlines.
* Highly skilled in Word, Excel and Microsoft Outlook.
* Able to prioritize work.
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| *M:+8801670860648**E:**mr9ape@**gmail.com**Skype ID: mr9masud**DOB:10/08/1985**Nationality:Bangladeshi* | ACADEMIC QUALIFICATIONS |
| * **M.S in Applied Physics**

Dhaka University, Bangladesh* **M. Econ in Development Economics**

Dhaka School of Economics, Bangladesh* **Certificate Course in Web Design & Development**

University of Dhaka, Bangladesh |
|  | REFERENCES–Available on request |