M. Naveed Khan

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***Objective***

To get a position as a Urdu & Pashto translator in a localization company that specialized in customer support and public relations.

***Experience Summery***

* Carried out extensive typing, Urdu & Pashto translation activities with efficiency.
* Followed new work processes quickly can carry them out proficiently.

***Professional Experience***

* Handled preparation of daily reports using Microsoft Excel, Microsoft Word and transcribed reports. .
* Successfully generated hundreds of business materials, including reports, letters, proposals, presentations, press releases, memos, reviews, manuals.
* More than 05 years of experience translate for direct response markets and promotional advertising. Produced material for newsletters, brochures and flyers. Authored first-rate essays and articles for publication, in print or the Web.
* Translates passages from one language into another.
* Translates documents and other material from Urdu, Pashto to English and vice versa.
* Reads material and rewrites material in specified languages, following established rules pertaining.
* To factors, such as word meanings, sentence structure, grammar, punctuation   
  and mechanics.
* Communicate verbally and in writing to answer inquiries and provide information.
* Maintain databases.
* Prepare and manage reports and documents.

***Education***

**Urdu University of Karachi**

Bachelor of Urdu May 1988

**Allama Iqbal University of Islamabad**

Diploma in Pashto, Urdu to English in 1991 December