**S**ayed **M**ohammad **M**otahari

|  |  |
| --- | --- |
| **Father** :Sayed Amir **Nationality** :Afghan  **Date/place of Birth**  :1986/ Helmand **Gender** :Male **ID NO** :347285 | **E-Mail** : ­­­­­­ ­[mohammad.helmandi@gmail.com](mailto:mohammad.helmandi@gmail.com) **Mobile** : 0771493008 – 0782788429  **Address** : Char Rahi Shahid, Kabul   Afghanistan |
|  |  |

# **Experiences *:****( according to date*)

1. **ADF/ACE, UNISCO, & Ministry of Higher Education**

**Position:** Freelance Translator

**Duration:** Since May 2012

**Responsibilities:**

* Translating ADF/ACE’s Reports and presentations on Afghanistan Agriculture sector, contracts, press releases, etc.
* Translating an academic book on Public Policy for MoHE
* . Translating Reports and analysis on Adult literacy and education in Afghanisatin.

1. **Moby Group (Kaboora Production,Tolo TV)**

**Position:** Translator

**Duration:** Since July 2012

**Responsibilities:**

* Translating legal documents, contracts, press releases, movie and serial scripts, etc.

1. **Rahe-Farda Radio&TV Network**

**Position:** English News editor and Narrator

**Duration:** Since October 2011

**Responsibilities:**

* Preparing news scripts, linguistic localization of news.
* Narrating news scripts
* Editing Narrations, etc

1. **Company/ organization:** Inteqal LLC, Kabul

**Position:** Simultaneous interpretation at training session, Technical Translation, editing and proof reading

**Duration:** working with the company since 1st April 2011

**Responsibilities:**

* Simultaneous interpretation: He has attended training projects (3) conducted by the company, as interpreter to assist foreign national trainers in classes.
* Editing and Proof reading: Sayed has been member of the correction/support team for the huge technical translation project.
* Building up Technical vocabulary: Another task of him as a member of correction/support team was to help build a specialized (technical) dictionary to help translators in their job.
* Translating technical manuals of military vehicles, legal documents, proposals, contract, management materials and manuals, medical documents.

1. **Company/ organization:** MSF( Doctors Without Borders), Kabul

**Position:** Freelance/part time Translator/ Interpreter

**Duration:** 1 year (2011-2012)

**Responsibilities:**

* Translation: He has translated Administrative and medical documents, contract, health guides, press release and statemenst, etc.
* Interpretation: Sayed has worked as interpreter with international staff of the NGO at seminars press release and field visits.

1. **Company/Organization:** Sinhgad College of Arts and Commerce, Pune, India

**Position:** Part Time Office Administrative/IT and international students Coordinator

**Duration:** 2 years (2009-2011)

**Responsibilities:**

* Assembling, installing, troubleshooting and repairing Personal Computers and peripherals and LAN Network.
* Updating computers, printers, UPS and their conditions.
* Maintaining database.
* Protecting computer systems against virus.
* Coordinating and looking after international students affairs (admission, accommodation, police registration and correspondence with other related and interested Governmental organization such as ICCR (Indian Council for Cultural Relation, Ministry of External Affairs), etc.

1. **Company/ organization**: Ansari Translation Service Centre, Herat

**Position:** Translator

**Duration**: 3 years (2005- 2008)

**Responsibilities:**

* Translation of textbooks, educational, legal and court documents/ texts.
* Typing manuscripts and monographs, contracts, proposal, etc.

# **Education/Qualification**

|  |  |  |
| --- | --- | --- |
| QUALIFICATION | UNIVERSITY /BOARD | YEAR |
| * B.A( Political Science) | Pune University | April2011 |
| * Diploma in National Security and International Relation | Jagnat Rati Vocational Guidance and Training Institute(JRVGTI) | 2009-10 |
| * Certificate in Human Rights | Indira Gandhi National Open University (IGNOU) |  |
| * TOEFL(Test of English As a Foreign Language) | Gooyesh Language Institute | Dec,2006 |
| * Diploma in the English Language (Sott Foresman English System) | Gooyesh Language Institute | May, 2006 |
| * Diploma in the English Language (New American Streamline system) | Gooyesh Language Institute | 2004 |
| * High School | Imam Ali High School | 2004 |

# **Computer Skills:**

**HARDWARE AND NETWORKING:**

|  |  |  |
| --- | --- | --- |
| COURSE | INSTITUTE | YEAR |
| * A+(Computer Hardware) | JetKing Hardware and Networking Institute, India | 2009-10 |
| * N+(Networking Essentials) | JetKing Hardware and Networking Institute, India | 2009-10 |
| * MCITP(Server 2008) | JetKing Hardware and Networking Institute, India | 2009-10 |
| * CCNA | JetKing Hardware and Networking Institute, India | 2O10 |

**MICROSOFT OFFICE 2003- 2007**

* Word
* PowerPoint
* Excel
* Outlook
* OneNote

**GRAPHIC**

* Photo Shop
* Adobe Premier
* Ulead Video Studio

**Fast Typing: English, Dari, and Pashto**

# **Language skill**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LANGUEGE** | **SPEAKING** | **READING** | **WRITING** | **UNDRESTANDING** |
| * ***DARI*** | *----------------------------- Native Language----------------------------------* | | | |
| * **ENGLISH** | *Excellent* | *excellent* | *Excellent* | *Excellent* |
| * **Pashto** | *Average* | *Average* | *Average* | *Average* |
| * **Hindi** | *Good* | *Poor* | *Poor* | *Good* |
| * **Urdu** | *Good* | *Good* | *Average* | *Good* |

# **Trainings:**

* **On-the-job ten-day training** conducted by Inteqal LLC.
* **On-the-job 3-week training** conducted by Belal Rizwan LLC
* Participated in University of Pune’s 10 **Intensive Soft Skills Development Program**, Conducted by Sinhgad College of Arts & Commerce, 2011, Pune, India.
* Participated 10 Days ‘**Study Course on the Issues Before Science, Philosophy and Religion’** conducted by Academy of Political and Social Studies, Pune, India, 2011
* Participated in WOSY(World Organization for Students & Youth) **Personality Development Workshop**, 2011 Pune, India
* Participated in a one-month workshop Held by the **Ambassadors for Peace Federation**, Kabul, 2008, and was awarded special certificate as ambassadors for peace.

### Reference:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **DESIGNATION** | **CONTACT** | **EMAIL** |
| **Sayed Abdul Wahab Hashimy** | HR/admin Officer, Inteqal LLC | +93(0)785466957 | [hashimy.sayed@inteqal](mailto:hashimy.sayed@inteqal) |
| **Amin Mohammadi** | IT Manager, HPRO, Kabul, Former CEO of Ansari Translation Service | +93(0)775972624 | [Amin.modi@yahoo.com](mailto:Amin.modi@yahoo.com) |