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**Sulaiman Khan  
Senior Translator/Freelancer**

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1. **Work experience**

**Senior Translator/Freelance**

**Translation Service Provider to National and International Translation Clients**

**Languages** (Pashto, Dari, English, Chinese, Urdu, Arabic and Hindi)

February 2010 to the present

* Financial Translation services
* Documents translation services
* Legal Translation services
* Medical Translation Services
* Technical Translation Services
* Interpretation
* Subtitling
* Transcription Solutions

**Strategic Communication Manager**Sayara Strategies (CVE Strategic Communication Program)-Kabul- September 2015 to February 2016

**Duty Responsibilities:**

* Planning weekly activities for District Governments
* Developing initiatives for bridging the gap between district governments and people
* Budgeting, billing, preparing advances and financial supervision of the program in field
* Coordination of planed activities with field staff and communication advisors of District Governors
* Preparing weekly radio messages for local radios’ broadcasts on the activities of district governments
* Meeting with District Governors through visiting respective districts to regularly communicate with them for a better implementation of the program
* Preparing and timely submitting Weekly Activity Reports

**Atmospheric Reporting Specialist**Sayara Strategies (CVE Strategic Communication Program) - Kabul - May 2015 to July 2015

**Duty Responsibilities:**

* Monitoring the Implementation of the program in the field
* Monitoring media broadcasting messages through field reporters
* Collecting daily updates from field regarding the program as feed back
* Preparing Weekly Atmospheric and Monitoring Report
* Conducting quarter surveys and assessments for observing the effectiveness of the program in field

**Freelance Translator**Language Kart (A Hams Live Pvt. Ltd. Company) - Delhi – India – March 2013 to June 2015

**Duty Responsibilities:**

* Translating Indian Perspective Magazine in every two months From English to Pashtu and any other documents, letters etc. from English to Pashtu, Dari and Persian and Vice Versa.

**Freelance Translator**Ansh InterTrade Pvt Ltd, New Delhi, India – February 2013 to June 2015

**Duty Responsibilities:**

* Translating any type of documents from English to Pashtu, Dari and Persian and Vice Versa

**English Language Instructor**IQRA Institute of Modern Studies - Kabul, Afghanistan – July 2010 to February 2012

**Duty Responsibilities:**

* Classroom management
* Planning, preparing and delivering lessons to a range of classes and age groups
* Preparing and setting tests, examination papers, and exercises
* Marking and providing appropriate feedback on oral and written work
* Devising, writing and producing new materials, including audio and visual resources
* Attending and contributing to training sessions

1. **Education**

**Bachelor of Arts in Economics, Political Science and Public Administration**Osmania University, Hyderabad Andra Pradesh, India  
2012 - 2015

**Diploma in Development Management**Osmania University, Hyderabad, Andra Pradesh, India  
 2013 – 2014

**Diploma in Pashto Literature**

Kabul University, Kabul, Afghanistan  
2009-2010

**Secondary School Certificate**  
Sayed Noor Mohammad Shah Mena High School, Kabul, Afghanistan2004 - 2011

**TOEFL (Test of English Language as a Foreign Language)**   
Zaryab Institute of Higher Education, Kabul, AfghanistanMay 2011- September 2011

**English Language Certificate**IQRA Institute of Modern studies, Kabul, Afghanistan  
2010- 2011

1. ***Skills***

Microsoft Office, Quick Book, Uploading and downloading, networking, Written English, typing English, Pashto and Dari, Communication and advisory skills

1. ***Awards***

I received an award on August 2013, from the great ambassador of Afghanistan in India for scoring the highest in my field of study.

1. ***Languages***

Fluency in speaking, understanding, reading and writing the below listed languages

* Pashto
* Dari
* English
* Urdu

1. ***References***

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