**SULTAN TAHIR**

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***Qualifications profile***

A multi skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language. Well mannered, articulated and fully aware of diversity and multicultural issues. Translator with 10 years progressive experience translating and interpreting between Italian, English, Urdu & Punjabi in diverse areas. Have excellent customer service and communication skills, developed during his time in the interpreting sector, and can interact with people of all age ranges and from all walks of life. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

Seeks a challenging and varied position that will enable me to capitalise on my professional experience, with opportunities for personal and professional growth.

**CORE COMPETENCIES**

Conducting face-to-face interpreting | Oral and Written Communication | Translation of legal, open source and personal documents | Telephone interpreting | Dealing with confidential information | Reviewing & proofreading mother-tongue text| Revising more junior translator’s translation | Working for Law firms, Charities and local Councils |Typing Speed of 60 WPM | Work Load Planning | Highly skilled in Microsoft Office & Excel.

**PROFESSIONAL EXPERIENCE**

**Tribunal of Milan, Italy** 2008-2016

**Interpreter/Translator**

* Attended court hearings to listen speakers’ statements and testimony and simultaneously interpret them.
* Provided court ready transcription of recordings in English and translation and transcription of recordings in Italian and English.
* Conducted and provided sight interpretation/translation of Affidavits and other legal documents.
* Translated various legal documents and checked for errors in technical terms and terminology.
* Liaised with law firms, charities and local hospitals, serving as a cultural mediator where necessary.
* Managed work schedules to meet deadlines – balanced often conflicting priorities.
* Followed and complied with ethical codes that protect the confidentiality of information.
* Developed and maintained positive professional relationships with court officials, attorneys, and judges.

**Gamma S.P.A, Muggio’, MB, Italy** 1992-2008

**Clerk/Warehouse Operative**

Part of large warehouse team responsible for the smooth distribution of stock to over 100 high street stores.

* Reported directly to the Operations Manager.
* Safely and accurately calculated, built and assembled customer orders to prepare them for delivery, inner-yard transfer or customer pick-up.
* Handled invoices and carefully loaded materials for delivery onto trucks in cooperation with the truck drivers.
* Unloaded and stocked incoming material from vendors.
* Handled and organized all materials to minimize damage, operating forklift equipment
* Safely and neatly maintained storage areas, entry and exit points, and all high traffic avenues of the facilities to allow for unobstructed safe passage.

**SULTAN TAHIR**

Nationality: Italian | [Full and clean driving licence](fdgsdfgsdfgsdfg) | Languages: Italian, English, Urdu, Hindi & Punjabi

**Almana General Hospital of, SA** 1982-1992  
**Clerk Typist/Interpreter**

* Performed all general office duties.
* Drafting reports, letters, and emails as per instructions.
* Prepared daily reports using Microsoft Word.
* Typed forms, contract details, and index cards
* Indexed correspondence according to alphabetical order
* Typed petty cash expense reports, purchase orders and internal mail
* Organized business documents in systematic order
* Attended meetings, typed and filed the minutes
* Demonstrated a positive response to pressure in an often fast-paced role.

**Sulaiman Abdullah Al-Duhaim Est., SA**

1979-1982

**Clerk/Typist**

* Performed all general office duties.
* Drafting reports, letters, and emails as per instructions.
* Prepared daily reports using Microsoft Word.
* Typed forms, contract details, and index cards
* Indexed correspondence according to alphabetical order
* Typed petty cash expense reports, purchase orders and internal mail
* Organized business documents in systematic order

**ACADEMIC ACHIEVEMENTS**

**University of Punjab – Pakistan** 1978

**Bachelor of Arts**

**High school diploma obtained in Italy** 1995