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| |  | | --- | | **Tanveer Ahmad Khan**  **ENGLISH<>HINDI<>URDU<>BHOJPURI TRANSLATION SERVICE** |      |  | | --- | | **Tanveer Khan** | |

**Career Objective: Provide Best Services in Competitive Rates.**

*“I’m happy to introduce myself as a linguist and native speaker of Hindi, Urdu, and Bhojpuri, educated in English medium, possess exceptionally professional demeanor. I’m comfortable to work on wide range of domain with fast paced delivery and high quality output. I put client satisfaction above all.”*

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| Translation, Interpretation & Localization Skills |

I’m a highly skilled linguist with good experience in language interpretation, providing an essential service, giving assistance to non-English speaking parties; strong command over English, Hindi, Bhojpuri and Urdu (read, write & speak), Native speaker of Hindi, Urdu and Bhojpuri, sound knowledge of grammar, cultural traditions and sensitivity of relative languages, General erudition and intimate familiarity with cultures; deep back ground in performing a wide variety of language interpretation activities for the parties; Sound knowledge of the general subject of the speeches that are to be interpreted; Extensive vocabulary in all these languages; Profound ability to express thoughts clearly and concisely; Excellent note-taking technique for consecutive interpreting. 

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| Content Writing & Copy Writing Skills |

I’m an expert in content development according to the title, plot and guidelines, Very strong in storytelling and representing data, facts and other uninteresting contents in interesting manner, Expert in appealing web content, sales content, punch lines, slogans and script development.

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| Ghost Writing Skills |

I’m a highly flexible to adapt writing style, writing tricks, and key features of any author, sharp scene of reader’s psychology, Strong ability to build a powerful story structure and knitting mesmeric script around, presenting emotions, developing characters, implementing, humor, drama and suspense with full impact.

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| Poetry & Song Writing Skills |

I’m an expert in Urdu Gazal, Nazm, Hindi Kavita, Hindi & Bhojpuri Geet, and English poetry, Fluent in Bhojpuri and Awadhi languages as well, strong ability to write according to the music and situations, ability to express emotions and message in fresh manner using new, unusual, relevant words with Wow factors.

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| Computer Skill |

I’m an expert in MS Word, Excel, Power Point, MS Access, good typing speed in target font type i.e. Unicode, .ttf etc

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| CAT Tools |

I’m comfortable with Trados, Omega T

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| **Work Experience** |
| Working freelance **(7 years)** with number of translation agencies, PR agencies, advertisement agencies, publication houses and local/international clients such as  ***MorineGroup, AnshTranslations, Super Lingua, WTL, AnshIntertrade, SaumyaTranslations, AANglobal, Word’sEssence, BVP, SmartTalents, Oeps, Hunar, Anuvaadam, TranslationInIndia, UltraCreative, LinguaAge, ValuePointKnowledgeWorks, TransLetters, etc.***  providing a translation, interpretation and writing service to the clients ***like***  ***Filmfre, Mahidra&Mahindra, Vodafone, Modicare, Ranbaxy, ICICI Bank, Indusind Bank, Dabur, FlyEmirates, TATA, OppoMobile, LTV, LG, Smasung, Wirlpool, Ikea, Lulu, Almarai etc.***  Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the Intended message as clearly as possible, Developing contents according to the business needs of the client, Finished thousands of different projects such as  ***Academic, legal, medical, software, Subtitling, press releases, story and dialog, Advertisement campaign content development, Sales broachers and catalogs development etc.*** |

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| Academic Qualification | Other Diplomas |
| * **MBA** UP Tech. Uni.. 2008 * **MA** Allahabad Uni. 2005 * **BA** VBS Purva. Uni. 2002 * **Inter** UP Board 1996 * **High School** UP Board 1994 | * ***Software Diploma*** Aptech Inst. * ***Licentiate*** Ins. Inst. of India * ***Siksha Visharad*** Hindi Sahitya Sammelan, Allahabad * ***Moallim-e-Urdu***  Jamia Urdu, Aligarh |

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| Extra Curricular Activities |
| *Participating in Mushayara, Kavi Smmelan, and conferences, Teaching students,* |

**Personal Information**

Father: Late Naseem Ahmad Khan

Mother: Late Tahira Nasim

Marital Status: Married

Date of Birth: 05 July 1980

Gender: Male

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