**Mrs. Zartashia Khaliq**

**Objective:**

**To seek unprecedented skills in an extreme organization where my abilities of hard work & loyalty can be blended together and chances of growth and advancement exist.**

**Personal Data:**

**Name** Mrs. Zartashia Khaliq

**Husband’s Name** Abdul Khaliq

**N.I.C #** 33100 - 8655381- 6

**Qualification:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree/Diploma** | **Year** | **Grade\division** | **Subject** |
| Matriculation | 1996 | 1st | Basic Science |
| F.A. | 1998 | 2nd | Psychology, English Literature, Physical education |
| B.A. | 2000 | 2nd | Psychology, English Literature, Physical education |
| Diploma | 2001 | A | Ecommerce |
| M.C.S. | 2003 | A | Computer Science |

**Project:-**

1. Integrated Student Record System using Visual Basic 6.0/ MS Access
2. Oracle/Developer 2000 Forms 6.0

**M.C.S. thesis title:-**

“Integrated Student Record System”

**Skills:-**

|  |  |
| --- | --- |
| Oracle | SQL/Pl SQL |
| MS Office XP | Complete |
| Web Development | HTML 4, Java Script, Active Server Pages, VB Script |
| Programming Languages | C++, Visual Basic 6.0, BASIC |
| Development Tools | MS Access, Excel, Oracle 8i |
| Graphics | Acdsee, Adobe Photo shop, Photo Impression, Swish 8.0 |
| Operating Systems | Microsoft Windows 9x, Me, 2000, XP, Vista |
| Translation | English to Urdu and Punjabi translation using MS Word Urdu enabled |

**Other Skills:-**

1. Installation (Software, Operating Systems)
2. Scanning (Documents, Pictures)
3. Printing
4. Digital photography
5. Photo merging
6. Typing Speed 40-50 W/M.
7. Web Designing

**Distinction Award:-**

1. Editor’s Choice Award
2. Sound Of Poetry (In C.d.)
3. Waves of Wonder (in booklet)

Name as: Zartashia Talib Zaree

Dated: April 2002

Located on: www.poetry.com

**Article Publication:-**

1. “Natural Remedies for Diabetes”

http://www.helium.com/tm/621199/diabetes-pocket-dictionary-every

**Hobbies:-**

1. Books reading
2. Thinking about Universe
3. Internet Browsing, Searching
4. Reading books, articles about computers, psychology ,health & fitness

**Teaching Experience:-**

1. One year Teaching experience as a Lecturer

Shiblee College of Information Technology

Women Campus

Madina Town, Faisalabad

1. 3 years teaching in a School as an IT Teacher
2. 3 years experience of office management and documentation
3. 1 year internship in First Woman Bank Ltd.

**Translation**

**Native Translator: Urdu , Punjabi**

* **Language pair:** English to Urdu, English to Punjabi
* **Other languages: Sindhi, Pashto, Persian, Arabic**
* **Back Translation:** Urdu To English, Punjabi to English
* **7+ yrs experience :**
  + **Translation**
  + **Transcription**
  + **Back translation**
  + **Localization**
  + **Script Translation**

**Detail of projects:**

* **I have done back translation of 7000 words (sponsor: Johnson and Johnson).**
* **Localization into Punjabi/Urdu of Microsoft Bing, Xbox, Skydrive and windows 8،Windows Azure Projects.**
* **Translation of GPS mobile satellite operator Manual of 25000 words, Money gram, Accu check, Canadian immigration documents, GSK Code of Conduct, Chevron etc.**

**Other general Urdu/Punjabi to English docs**

* **News papers translation Urdu to English**
* **Industries**: nature, medical, medical research, pharmaceutical, Social Sciences, travel and tourism, law, computer software, mobile applications, web and internet, technical etc.
* **Software**: Msword, Power point, Adobe Reader, Adobe indesign, In page, MS Publisher
* **CAT Tools**: Trados 7.1, SDL 2014
* **Daily output**: 3000+
* **Weekly output**: 15000+ words
* **Rate**: 0.05USD/word
* **Proofreading/editing**: 0.025USD/1000words
* **Interpreting over phone**: 15USD/hr
* **Team members**: 4 to 6
* **Link to Proz profile**: http://www.proz.com/translator/1092556
* **Link to Translatorscafe profile:** [**zartashiapk.TranslatorsCafe.com**](http://zartashiapk.TranslatorsCafe.com)
* Link to Linkedin profile: pk.linkedin.com/pub/zartashia-khaliq/2b/393/85a

**Contact no.: +923336633796**

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**Gmail: phonicspk@gmail**

**MSN: z\_tashi**

**Email:** [**zaree18@yahoo.com**](mailto:zaree18@yahoo.com)

[**phonicspk@gmail.com**](mailto:phonicspk@gmail.com)

**Subject: To whom it may concern**

**Sir,**

**Hope you are doing very well.**

**I am from Pakistan. I am native of Urdu and Punjabi languages. I have been offering my services for translation since 2007. I have done many projects not only in Urdu and Punjabi languages but also I have done back translation of these languages into English.**

**My main client have been Microsoft, Johnson & Johnson, Moneygram, Accu check Canadian immigration documents etc.**

**I am always committed to my work and deadlines.**

**My daily output is 3000+ words approx.**

**I have experience of Trados 2007, Sdl 2014, pagemaker, adobe etc.**

**Best regards**

**Ms. Zartashia khaliq**