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|  *Dr. Aasiya Khan* +91 7398453255  At & PO Sikaria Kalan, Dist-Ballia UP, India 277123 dr.aasiyakhan@gmail.com ***Removing Language barriers & bringing hearts closer***  | **C:\Documents and Settings\Administrator.OM-8CFDBC0ABAEE\My Documents\My Pictures\IMG_20160614_005713_217.jpg** |
|  **Translation Service for English <> Hindi <> Urdu <> Arabic <> Bhojpuri <> Bihari Language pairs** |

*“I’m happy to introduce myself as a linguist and native speaker of Hindi, Urdu, Bhojpuri and Bihari, educated in English medium, and good command over Arabic. I’ve rich experience in language interpretation, providing an essential service, giving assistance to non-English speaking parties. I’ve strong command over languages, cultural traditions and sensitivity of relative languages, general erudition and intimate familiarity with cultures. I’ve rich experience of translation in wide range of domains. Client’s satisfaction always remains my ultimate goal.”*

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| Key skills and competencies | Areas of Expertise |
| * Sound knowledge of grammar with extensive vocabulary
* Smart time management skill to meet deadlines
* Strong understanding of reader’s/audience psychology
* Expert in MS Office - MS Word, Excel, Power Point etc.
* Good typing speed in target font types like Unicode, .ttf etc
* Beautiful Voice for Voiceover projects
* CAT Tools – Omega T
 | * Website Localization
* Software Localization
* Book Translation
* Video Subtitling
* Business Presentations
* Sales Brochures & Catalogs
* Medical Transcription
* Press Releases
* Legal Documents
* IVR Voiceover
* Manuals & Guides
* Scientific & Academic Contents
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| Academic Qualification |
| * **PhD** BHU, Varanasi 2013
* **MSW** BHU, Varanasi. 2008
* **Diploma in Mass Communication** BHU 2006
* **MA** VBS Purvanchal Uni. 2005
* **BA** VBS Purvanchal Uni 2003
* **Moallim-e-Urdu**  Jamia Urdu, Aligarh 2001
* **Senior Secondary** CBSE 1999
* **Higher Secondary** CBSE 1997
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| Work Experience |
| Working freelance **(8 years)** with number of translation agencies, PR agencies, advertisement agencies, publication houses and local/international clients such as***Lion’s-Bridge, Indian-Translators, Al-Saleh, Xing-Shinhao, TLC-Creations, AAN-global, Word’s-Essence, BVP, Smart-Talents, Oeps, Anuvaadam, LinguaAge, etc.***providing a translation, interpretation and writing service to the clients ***like******Amul, Honda, Virgin, VLCC, Zydus-Cadila, FedEx, Hyatt, Indigo, Reliance, Bajaj, Panda, Lenovo, Zain 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, Finished thousands of different projects in wide range of domain such as ***Literature, Science, Spiritual, Blogs, Political, Fictions, Films, Documentary, Poetries, Sports, Tour & Travels, Academic,*** ***Culinary,*** ***legal, medical, software, Advertisement Campaigns, Sales broachers etc.*** |

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| Extra Curricular Activities |
| * *Working for the development of weaker section of the society through our NGO*
* *Teaching Students*
* *Reading informative materials*
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**Personal Information**

Father: Mr. N.M. Siddiqui

Mother: Mrs. Hasina Noor

Marital Status: Single

Date of Birth: 15 April 1982

Gender: Female

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I hereby declare that the Above Mentioned Information is correct up to my knowledge and I bear the Responsibility for the correctness of the Above Mentioned particulars