**Abdul Khaliq**

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* **Language pairs:** English<> Pashto, Dari and Arabic.
* **Native languages:** Pashto, Dari
* **Summary of Services:** Translation, Proofreading, Transcription, reviewer, copywriter, DTP, Consulting, Teaching (Language Courses)

**EXPERIENCE**

**Senior translator and Interpreter**

**Hewad Magazine (2000 - 2008)**

**Main duties and responsibilities:**

* Inter-translation of English, Pashto, Dari and Arabic Languages
* Interpreting contract papers
* Basic research, using various tools of data Collections such as interviews, case studies, Group meeting etc.
* Preparing reports on some issues social affairs, human rights, current situation etc.
* Revising the work done by other translators.
* Proofreading.
* Giving advice to translators.
* Monitoring and evaluating the performance of the translators.

**Team leader**

**Al Qalam translation Agency (2008 - 2012)**

**Main duties and responsibilities:**

* Translation a variety of documents, books, manuals, certificates, newspapers, topics, reports, official letters, immigration letters, transcription of some documentary films etc.
* Revising the work of other translators.
* Proofreading.
* Monitoring and evaluating the staff of the team.
* Giving feedback and advice to the staff.

**Freelance Translator (from 2012)**

Worked as a freelance translator since 2012 with national and international companies and translated a lot of documents, manuals, certificates, Immigration letters, transcription of some documentaries films, dramas etc.

**EDUCATION**

**M.A Arabic literature, Islamabad, Pakistan (1993).**

**B.A English literature, Islamabad, Pakistan (1988)**

**High School Diploma**, Maaz bin Jabal high school, Peshawar, Pakistan 1984

**Software:** Word fast, Windows XP, Word, Excel, WordPerfect, PowerPoint, FrontPage

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## **Rates*:***

 Translation: 0.05 and 0.08 USD per word (rate depend on project)

 Proofreading: 0.02-0.03 USD per word

 Hourly: 15-25 USD per hour (depend on project)

**Payment method:**

* Skrill
* Western union
* Bank account