

Anbia Zhman

Translator – English To Pashto & Dari

AREAS OF EXPERTISE

*Legal documents
and contracts*

Court Judgments

*Educational
materials*

*Marketing and
advertising*

*Business and
economics*

*Website material,
Games &
software*

*Reports, Letters
& presentations*

TRANSLATION TOOLS

SDL Trados

MemSource

memoQ

MateCat

SmartCat

XTM

PERSONAL DETAILS

*Anbia Zhman
Omid-e-sabz township
Darul Aman, Kabul
Afghanistan*

*M: +933771906633
anbiazhman@gmail.com*

*DOB: 27/04/1987
Nationality: Afghan*

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

Freelance

TRANSLATOR June 2008 – Present

Have worked freelance with various agencies like, Appen Global, TRAVOD international LTD, MidLocalize, HeliCo Translation, Polion, ANSH intertrade PVT. LTD, LanguageTop Translation Company and tens of other national and international firms in English to Pashto, English to Dari, English to Farsi and vice-versa pair of languages.

Duties:

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Revising more junior translators' translations.
- Working as a volunteer translator for Law firms, charities and local councils.
- Supporting the translation team with other projects when necessary.

Sayara International

TRANSLATOR Jan 2017 – Present

Duties:

- Translating different reports, qualitative and quantitative research and surveys, questionnaires, focus groups, articles, social media products, billboard messages, Radio and TV spots, case studies and advertising materials from English to Pashto & Dari.
- Transcribing videos and audios from Pashto/Dari into English.
- Giving presentation and leading training and workshop.

Save the Children International

TRANSLATOR Oct 2016 – Dec 2016

Duties:

- Editing and proofreading Junior Translators' translations.
- Translating different manuals, teachers' guide books and educational documents such as math and language learning materials; and language learning games from English into Pashto and Dari.

Duties:

- Translating website materials, brochures, articles of Association, reports, contracts; topics and articles for quarterly e-newsletters; business slogans of member banks for yearly Access to Finance exhibition; office policies, presentations, letters and other business correspondence.
- Editing and proofreading Junior Translators' translations.
- Translating different manuals, teachers' guide books and educational documents such as math and language learning materials; and language learning games from English into Pashto and Dari.

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Excellent communication and social skills
- Able to work to tight deadlines
- Highly skilled in Word, Excel and
- Microsoft Outlook.
- Able to prioritize work.

ACADEMIC QUALIFICATIONS

Bachelor's – Business Administration and HRM
Karwan Univeristy 2015 - 2018

REFERENCES – Available on request