**Cover Letter for the suitability**

**Professional Freelance Translator, Transcriber, Editor, Proofreader & Writer**

**Pair: English<>Bengali/Bangla (Sylheti Dialect)**

**Fields: Legal, General, Auto, Medical, Finance, Games, Sports, Development etc.**

**Daily Output: Approximate 3.000 words**

**Rate: Competitive Standard**

I would like to inform you that, I have a very strong academic background combined with work experiences in *Finance, Accounts, Science, Mathematics, Costing, Management, Business Development and Sales &Marketing*. After achieving the MBA (International Business) from Dhaka University, Dhaka, Bangladesh.As a marketing expert, I had to do lots of seminars, debates, and lectures and as well as research which may be beneficial for my job with you as well.

Over the last several years, I gained hands-on experiences in translation and won clients' trusts from all over the world. My clients are happy and satisfied because I never compromise with quality and never seek an extension of the deadline.

 My works include news items, training manuals, brochures, business flyers, education materials, medical surveys, marriage certificates, school certificates, seminar papers and journal and newspaper articles. And **2500 to 3000** source words per day for translation, **4,000** words for editing and **5,000** words for proofreading.

As a creative writer since 2019 to still I have contributed to Creative Article/Essay/Market research/Business report/Recipe writing/editing, Menu suggestion, E-book writing.

Book Review, Book Critique, Product Description, Sales Proposals, Press Release and Product brochure

The price depends on the quantity, complexity and other factors so it is negotiable. However, I believe it is reasonable and economical compared to the quality and industry standard.

Yours Truly,

Ariful Mustafa Khan

E-mail: **poragkhan19@gmail.com**

Mobile: 01716197035

Whatsapp: Porag khan, +8801716197035

Skype: porag191

Proz link: http://www.proz.com/profile/3219346

Translators Café link: http://rowdela.translatorscafe.com

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**Résumé of Ariful Mustafa Khan**

E-mail: poragkhan19@gmail.com

D-23. 3rd colony,Lalkuthy,Mazar road,Mirpur-1,Dhaka- 1216, Bangladesh.

**Tell/Cell:+8801716197035**

* **Personal Details:**

*Nationality:* Bangladeshi;*Marital status:* Married; *Sex:* Male; *Date of birth*:17th July 1970.

* **Language Proficiency**: English and Bangla (Mother Tongue-Sylheti)
* **Language Output/Day**: 3,000 words (Source), 4,000 word (source if urgent)
* **Educational Background:**
* MBA in International Business from Dhaka University, Bangladesh in 2011.

Result: CGPA 3.5 out of CGPA 4.0 on a scale.

* Completed all courses up to level-3 in Cost & Management Accountancy from ICMAB in Bangladesh. And locally it is called CMA, **Registration Number: 10013/2003**
* B.Sc fromDhaka University, Bangladesh in 1991. Result: 2nd Class
* H.S.C from Dhaka Residential Model College, Dhaka Board in 1988. Result: First Division
* S.S.C from Comilla High School, Comilla Board in 1986. Result: First Division
* **Experiences:**
* **Professional, full-time, freelance translator** since 2019 for a number of translation agencies in US, UK and Europe as well as private clients in the fields of research, law, business, IT, engineering, various user-manuals, etc.
* **Part-time** since 2014, having work experience as a Translator.
* Mathematics Teacher at Oxford International School, Dhaka, Bangladesh,1995-2009.
* **Private language instructor** (English & Bengali with Shyleti dialect)

* **Other Experiences**:
* Mathematics Teacher at Oxford International School, Dhaka, Bangladesh,1995-2009
* Worked as a Merchandiser, Marketing & Merchandising dept, Viyellatex Group (A Multinational Company), Bangladesh,2010-2014
* Worked as an Asst. Manager, Marketing & Merchandising dept, at a multinational company named Impress Newtex Composites Ltd, Bangladesh,2014-2019.
* **CAT Tools**:
* I am good at using several CAT tools like SDL Trados, memoQ, Across, OmegaT, etc.
* **Expected Price:**

[Transcreation] [Proofreading] [Transcription]

[$ 0.05 per word] [$15 per hour] [$2 per min]

**References /Relevant Work References:**

**Have worked as an assistant under Omar Faruque, Translator& Copywriter,**

Omar Faruque

E-mail: omarmear74@gmail.com

Road 16 ,House 67 (3rd Floor), Sector # 14,

UttaraModel Town, Dhaka- 1230, Bangladesh.

Tell/Cell:008802 7911877; 0088 01552428007

**Pearl Linguist Ltd. (Jan 2019 to till), United Kingdom.**

English<>Bengali: Online Games

**Besides some other tasks with the different client for the translation of**

English<>Bengali (including Sylheti& Chittagong.)

**Translator: Bengali-English: (January 2019 to till)**UN Women

**Translator Consultant: English>< Bengali (May 2019 to till)**

FAO, Bangladesh

**Content contributor of Salam Today (Salam web, Malaysia) June 2019 to till**

**Translation of Video games:**

I have worked for these Video games  Derivco Games, Drift casino, Video games, GSN

**Ref: 01.**

Omar Faruque, E-mail: omarmear74@gmail.com, Road 16 ,House 67 (3rd Floor), Sector # 14,

Uttara Model Town, Dhaka- 1230, Bangladesh, Tell/Cell:008802 7911877; 0088 01552428007

**Ref:02**

Abdul Momen Bhuiyan,Executive Secretary,ISBD Regional Hub of Dhaka, Plot E/8-A,

Sher-e-Bangla Nagar Dhaka 1207, Bangladesh , E-mail: momenbhuiyan@yahoo.com

Tell/Cell:+8801716113945

**Ref:03**

Alpona Murad, Head of the Department, Library Science ,Darul Ihsan University, Dhanmondi,

Dhaka, Bangladesh .E-mail: alponamurad81@gmail.com

Tell/Cell:+8801726444458

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