



ASLAT SHAH

Proz Certified Translator | Freelance Translator | Multi-Lingual Translator

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Address: Kabul, Afghanistan

Professional Profile

Dedicated & Qualified **English – Pashto – Dari Translator** with **10+ years** of experience working with Global Organizations; Impeccable Personnel with Exceptionally accurate translation skills, including simultaneous translation between all parties during different projects; Diverse translation work including Technical, Educational, Healthcare, Business & Financial Services and Agricultural Reports & Documents at Large-Scale. Consistently relied upon for verification and correction of translated materials; Experienced Professional and eager for personal as well professional development through certifications and professional development courses; I am passionate about facilitating productive cross-cultural relationships and have created extensive informational material and documents to help clients understand and develop cultural sensitivity,

Transferable Skills

PROFESSIONAL

- Translation
- Localization
- Interpretation
- Copy Writing & Copy Editing
- Editing & Proof Reading
- Voice-Over & Subtitles
- Transcriptions
- Analysis & Research
- Creative Writing

INTERPERSONAL

- Excellent Communication (Both Writing & Oral)
- Effective Presentation
- Attention to Details
- Organization Skills
- Time Management
- Multi-Tasking
- Self-Management
- Self - Motivation

TECHNICAL (CAT TOOLS)

- Microsoft Office Suite (Word, Excel, Power Point)
- MS Windows
- Data Entry
- SDL Trados Studio
- memoQ
- MemSource
- SmartCat
- Xbenc

Key Languages

ENGLISH

- To Pashto (Pushto)
- To Dari

PASHTO

- To English
- To Dari

DARI

- To English
- To Pashto (Pushto)

Areas of Expertise

- Technical, Education, Immigration
- Medical, Healthcare, Public Health
- Business, Sales, Marketing Reports

- Banking, Finance
- Financial Services Reports
- Economics Reports

- Legal Statements, Laws
- Contracts, Patents, Legal Work
- Agricultural, Training Manuals

Experience

| GLOBAL TRANSLATION AGENCIES – WORLDWIDE | Freelance Translator | 2010 – 2020 |

Worked as **online Translator** with: Promosix Pvt. Ltd Company, Somya Translation Agency, Day Translation Agency, The Translation Gate, LLC, Lion Gate for Localization Services, and Transghariay Kamata Translation Agency and more than **30 online Translation Agencies** from different countries

Key Tasks: - Read given material and research industry-specific terminology - Convert text and audio recordings from one language to one or more others - Ensure translated content conveys original meaning and tone - Prepare subtitles for videos and online presentations - Cross-reference specialized dictionaries and translation tools to check quality of translation - Proofread translated texts for grammar, spelling and punctuation accuracy - Follow up with internal team members and clients to ensure translation meets their needs - Edit content with an eye toward maintaining its original format (e.g. font and structure) - Network with field experts to stay current on new translation tools and practices

| UNITED NATIONS (UN) – AFGHANISTAN | Freelance Translator | 2013 – 2015 |

Worked on various projects by UN Afghanistan; Translated, Immigration surveys, social consensus survey, Afghan National ID cards, monthly and annual reports for important development projects as regular translator. Translated written and verbal communications between English, Pashto & Dari Languages; Served as on-call translator for various projects as required; Provided review and verification of translation work as required, including materials created by third-party translation services.

| UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID) – AFGHANISTAN | | Freelance Translator | 2010 – 2013 |

Translated various documents & reports by US Aid Afghanistan; Did translation of annual reports, mentoring reports of developments projects, baseline surveys, focus groups, interviews and proposals
Completed an array of services bring English-Language material to the Dari & Pashto Language Market, including translation, transcription, interpretation, and more. Provided video conferencing, localization, and personal translation services for clients on a case-by-case basis;

| European Union (EU) – AFGHANISTAN | Freelance Translator | 2010 – 2013 |

Worked on an Agriculture Training Project by EU Afghanistan; Translated, 35,000 words of agricultural training manuals for Afghan farmers did interpretation during the trainings in 10-targeted provinces in Afghanistan.

Qualifications

DEGREE

Graduate: Faculty of Languages and Literature
KABUL UNINIVERSITY
KABUL-AFGHANISTAN
2004 - 2007

COURSE

Certificate of English Language (2 years)
ABNI SINA ENGLISH LANGUAGE
CENTER
2004 - 2007

CERTIFICATIONS

Translation Certificates from Afghan Government (Ministry of IT)
Certificate from Afghanistan Translation Agency
Certificate from Sayara Media and Communication
Certified Translator from Proz.com

| REFERENCES |

Available Upon Request