**Khalid Khan**

0093-778336867|khalid07@hotmail.my

Skype: k.shinwari

Kabul, Afghanistan

**OBJECTIVES**

To, attain the higher level client and customer satisfaction with my sound knowledge and proficiency of English Pashto and Dari languages. Able to provide a perfect translation of the subjects and promote the services offered by the company,

To, utilize my skills and abilities and achieve professional growth while being resourceful innovative and flexible. To, add value asset to your esteem organization as an active member.

**EDUCATION**

**BSCS (Bachelor of Science and Computer Science), Year 2012-2015**

The University of Agriculture, Peshawar, Department of IBMS, Computer Science

**Diploma in English linguistics, (18 months), Year 2012-2013**

NUMAL University of Modern Languages, Peshawar, Pakistan

**Intermediate, high school certificate, F.Sc-Pre engineering, Year 2009-2011**

ICMS, COLLEGE SYSTEM, Peshawar, Pakistan.

**Special English Grammar and Pronouciation**

Iqra University Of Modern Languages

**MS. Office Automation, Year 2006**

Cecos Data Institute, Peshawar, Pakistan

**EXPERIENCE**

**Freelancer**

**Senior Translator, up work and Translator café, Proz.com, fiverr.com, | Year 2013-Present |**

**Worked with**

**Wagner consultancy U.S, EK-translations UK,**

* Pashto and Dari Translation to English, of legal, Medical, Technological, surveying, Government, Education, Science related Documents
* Experienced translator/ Proofreading, subtitling, localization, Transcription
* Translation of Technical Documentation
* Translation of Medical and Education
* E-training Translation
* Contracts Translation
* Website Translation
* Translation of Softwares, Applications
* Reports Translation
* Medical Questionnaires
* Documentation of purchase tenders
* Material Safety Data Sheets
* Worker’s manuals

**Technical Skills**

* Expertise in Translation tools
* Trados SDL,
* Smartling
* Google Sheet
* Web development and designing
* Typing
* Windows OS, XP, 7, 8, 10
* Data Entry
* MS Office
* Ms outlook
* PDF
* PowerPoint
* Pagemaker/InDesign
* Framemaker
* Access
* Adobe PDF
* Babylon

**CORE COMPETIENCIES**

* Technical skills
* Translation skills
* Leadership skills
* Technical Writing and Drafting skills
* Excellent communication skills
* Self-motivation skill
* Information collection and management
* Creativity
* Analytical skills
* Problem-solving
* Initiative

**Languages**

**English** |Strong, Professional level| **Pashto** |Native| **Dari** |Intermediate| **Urdu** | Strong|

**Reference:**

Available upon request