



Resume

writing & translation

Personal details

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- PUNJAB HAROON ABAD
PAKISTAN
62100 haroon abad
- December 5, 1976
- Male
- pakistani
- married
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Skills

Language Proficiency: ●●●●●
Excellent writing skills-
Research Skill- relevant
translation software

Languages

punjabi urdu arabic ●●●●●
english german chinese

Education

Jun 2002 - Jul 2004

GRADUATE

AIOU, ISLAMABAD

Highly dedicated and knowledgeable graduate in Library Science with a passion for promoting information access and fostering lifelong learning. Skilled in cataloging, reference services, and collection management. Proficient in utilizing various library technologies and resources to provide excellent patron support. Strong organizational and communication abilities, adept at collaborating with diverse stakeholders to enhance library services. Committed to facilitating intellectual growth and providing equitable access to information for all library users.

Employment

Mar 2015 - Apr 2023

Translator

KIRN PUBLI CASHER, LAHORE

Experienced professional with 1-year translation training in a reputable company. Proficient in translating diverse documents with accuracy and cultural sensitivity. Strong command over source and target languages, along with excellent attention to detail and time management skills. Committed to delivering high-quality translations that meet client expectations and facilitate effective communication. After one year of training, the company gave me a job and till now I am working here.

Profile

I am a dedicated professional with a diverse skill set, including a graduate degree in Library Science, a 1-year Computer Studies certificate, and 1-year translation training in a reputable company. I possess expertise in library services, computer systems, and translation. With strong organizational, problem-solving, and communication skills, I strive to provide equitable access to information, optimize processes, and deliver high-quality results. I am committed to continuous learning and staying updated with industry advancements to enhance my abilities and contribute effectively to any team or organization.

Courses

Jun 2005

computer study

Experienced professional with a 1-year Computer Studies certificate, equipped with comprehensive knowledge in computer systems and technologies. Proficient in programming languages, software development, and troubleshooting techniques. Adept at analyzing user needs and designing effective solutions. Strong problem-solving and critical-thinking skills, coupled with excellent attention to detail. Dedicated to staying up-to-date with industry advancements and delivering high-quality results. Committed to leveraging technical expertise to optimize processes and enhance

overall productivity.