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| **Mahmood Khan** |
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| **Professional Translator** |
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| **CONTACT** |  |
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| 0093 - 731435601 |  |
| mahmood.khan.mah@gmail.com |  |
| Kabul, Afghanistan |  |
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| **EDUCATION** |  |
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| **(2005 – 2007)****Qualification: MA in English Literature****Institute:** International University of Peshawar, Pakistan **Duration: 2****(1999-2003)****Qualification: BS from faculty of English literature** **Institute:**  National University of Peshawar, Pakistan**Duration: 4 Years****(1998)****Qualification:** FA **Institute:** cardan High school, Afghanistan**Duration: 12 Years** |
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| **Diploma Information Technology (DIT), M-Tech****•** Work-Sheets**•** Docs-Word**•** MS Excel**•** Data Entry**•** Slides-PowerPoint**•** Operating System**•** HTML, Java Script**•** FRONT PAGE**•** Access**•** Complete Internet**•** Photo Editing Software’s**•** Computer Fundamentals**Services**• Translation• Interpretation• Editing/Proofreading• Website localization• Software Localization• Voiceover (Dubbing)• Subtitling• MT Post-Editing• Transcription• Project Management• Trans creation• Transcription• Research• Administrative Support**CAT Tools & Computer Software****•** Expertise in Translation tools**•** Transcription**•** Trados SDL,**•** Google Suits**•** Translation workspace**•** Aegisub Subtitling Software**•** Memoq**•** Adobe Photoshop**•** Corel Draw**•** Ms Word Template Creation**•** Ms word Editing**•** Typing 70 word per minute**•** Windows OS, XP, 7, 8, 10**•** Data Entry**•** MS Office**•** Ms outlook**•** PDF**•** PowerPoint**•** Access**•** Adobe PDF**Fields of expertise****•** IT**•** Technical**•** Legal**•** Finance**•** General**•** Marketing**•** Asylum**•** Migration**•** Science**•** Gaming**•** Engineering**•** Computer Science**•** Programing Languages**•** Medical**•** Education**•** Government**•** Machinery**•** Science**•** E-course**•** Business**languages** |  |
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| **English**Strong, Professional level |  |
| **Pashto** Native |
| **Dari/Farsi and Persian**Bilingual |
| **Arabic, Urdu, Pashai**  |
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| **Reference****Available upon request**  |
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|  | **Career objectives** |
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| Translation and Interpretation Specialist extensive experience across a wide range of international organizations government and companies. Highly adept at the implementation and the Policy of the organization |
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|  | **PROFESSIONAL EXPERIENCE** |
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|  | **2019 - present****Professional Pashto and Dari/Farsi Freelance Translator and English voice over** * Translation of documents from Pashto, Dari, Farsi to
* English and vice versa
* Proofreading and Reviewing
* LQA [Linguistics Quality Assurance]
* Data Digitization
* OCR (Google Product)
* QA [Quality Assurance]
* Localization
* Interpretation
* Data Annotation
* Transcription
* Research, Web Research
* Closed Captioning
* Subtitling, (srt, .ASS, .sub)
* Producing of source format into Target format
* Processing of text layout
* and other tasks assigned by the Client
* Transcription of audio and video taps
* Interpretations Pashto Language
* Technical Translation
* worker’s Manuals
* Machine Manuals Translation

**2017 - 2020****Pashto Dari/Farsi Translator and Proof reader** *British Embassy, Afghanistan** Interpret for Defence Section during interviews and meetings and elsewhere as well providing translation services (both verbal and written). This will be the main element of the role and may be done in conjunction with other staff in an equivalent role in the Embassy.(35%)
* Co-ordinate and track the offers of courses to the Afghan ministries, the selection and preparation of students including English language training with the British Council; their UK visa and travel documents. (25%)
* Arrange meetings for the Defence Section, as well as assisting in organising Defence Section business and social events. (10%)
* Develop and maintain a contact list for the Afghan security ministries and maintain the Alumni Register of those Afghan personnel who have attended UK courses. (25%)
* Be prepared to write papers and provide oral briefs on aspects of the Afghan security ministries and related issues. (5%)

**2016 - 2017****Pashto Dari/Farsi Translator and proof reader** *British Broadcasting corporation (BBC) Pashto and Dari* * Professional translation/interpretation of military documents, briefings, reports, classes, etc from English to Dari and Pashto and vice versa both in verbal and written forms.
* Provide verbal translation between U.S. Army and Afghan National Army officials.
* Provide verbal translation in official seminars, meetings and conferences.
* Setting up appointments and visits with Afghan National Army officials.
* Provide written translation of the documents by using the Ms. Office Programs to support the mission requirements.
* Provide daily and weekly reports of the assigned tasks using Ms. Word and PowerPoint presentations to ensure effectiveness and visibility.
* Provide professional verbal translation during the conduct of military training classes to the Afghan National Army personnel.

**2014-2015****Pashto & Dari/Farsi Translator and Proof reader** *Voice of America(VOA) Pashto* * Translating written materials from English into Pashto and vice versa.
* Editing and proofreading of GIZ BEPA working documents from English into Pashto and Dari into English.
* Accompanying BEPA staff to various locations within Afghanistan especially the Northern Provinces for the purpose of providing translation services.
* Ensuring the timely delivery of translated and edited materials in the required languages.
* Working with time table and update involved colleagues on its status regularly.
* Ensuring high quality of work with Pashto & Dari translations reflecting an accurate portrayal of the meaning found in the English source documents.
* Participation on meetings and translate messages simultaneously or consecutively from English into Pashto and if required from Pashto and/ or Dari into English orally maintaining message content context and style as much as possible.
* Translating working papers for meetings reports letters and other documents mainly from English into Pashto and if required from Dari and/ or Pashto into English.
* Ensure high quality Editing of documents (literature spelling grammar and all kinds of corrections) in Dari and Pashto.
* Ensuring dual simultaneous translation if required during the field works and in workshops trainings project steering committees etc.
* Checking and revising all documents translated by freelance translators hired by GIZ.
* Using accepted glossary for correct and endorsed terminologies in translations.
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| **2012 - 14****Translator and Proof reader/Editor** *Lead Ability Group (LAB) Afghanistan** translating projects materials from English to Dari/Pashto& Visa Versa, edit and proofread text to accurately reflect language.
* translating projects materials from English to Dari/Pashto& Visa Versa, edit and proofread text to accurately reflect language.
* Complete the assigned translation documents within the given and agreed timeframe.
* Edit and proofread text to accurately reflect language.
* Edit the translated documents similar to the original English version.
* Reports to Project Manager & Group CEO.
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| * Performs other related duties as required.

**2009 - 2012****Pashto and Dari/Farsi Translator and Proof reader** *North Atlantic Treaty Organization (NATO), Afghanistan** Translates all types of texts from English to Dari/Farsi, Pashto and vice versa.
* Interpreting the dialogues of partners in several meeting.
* Interprets in liaison and consecutive mode from English to Dari/Farsi, Pashto and vice versa inside and outside headquarters.
* Keeps abreast of issues related to NATO and ISAF policies.
* Maintains knowledge of specific and technical fields.
* Assists in the compilation of relevant glossaries.
* Subtitling the video English to Pashto, Farsi and Dari
* Willingness to undergo training at the Linguistic Service in the specific tasks, to include familiarization with specific terminology.
* Performing occasional travel on temporary duty.

**2007 – 2009****Teacher of English Literature:***American University, Afghanistan:* * Teach students about the structure and content of the English.
* Teach about different literary styles.
* Help students interpret literature and poetry.
* Using different methods to deliver successful courses.
* Assessing the students' progress (e.g. homework, exam grades).
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