AREAS OF EXPERTISE

*Translating Medical documents*

*E-learning*

*Press release*

*Technology*

PERSONAL SKILLS

*Detail orientated Well organised Friendly*

PERSONAL DET AILS

*Mahmudul* Haque Pappu

*Madan,netrokona,Mymensingh*

*M: 01734769741*

*E: papputalukdar2051@gmail.com*

*DOB: 20/12/1997*

*Nationality: Bangladeshi*

Mahmudul Haque Pappu

Translator – English To Bangla

PE RSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

***Freelance***

TRANSLATOR June 2015 - Present

Working freelance for a translation agency providing a translation service to clients where needed. Involved converting documets and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Have worked with various agencies like, Viesupport, Matra global and other national and international firms.

***Duties****:*

Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points.

Providing guidance & feedback & creating customer -specific style guides.

Revising more junior translators' translations.

Working as a translator for Law firms, charities and local councils. Supporting the translation team with other projects when necessary.

Retrieving articles from newspapers, magazines & the internet & translating them into English.

KEY SKILLS AND COMPETENCIES Familiar with translation software tools.

Excellent communication and social skills. Able to work to tight deadlines.

Highly skilled in Word, Excel and Microsoft Outlook.

Able to prioritise work.

ACADEMIC QUALIFICATIONS

SSC:2015,HSC:2017. Present Diploma.