



MINHAJ SHAFI

CONTACT

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EDUCATION

September 2018

Bachelor Of Arts: Arts

Govt. Boys Degree College ,

Pulwama

LANGUAGES

English:

Advanced (C1)

Urdu:

Bilingual or Proficient (C2)

Kashmiri :

Bilingual or Proficient (C2)

PROFESSIONAL SUMMARY

Focused Translator with highly developed understanding of English, urdu, and Kashmiri language and culture. Skilled in quickly and accurately translating written documents and audio recordings. Over 01 years of related expertise. Background includes working in friendly environments to perform document and verbal translation services. Excellent listening and communication skills with organized and systematic approach. Delivers high level of accuracy in english to kashmiri and urdu translations.

SKILLS

- Document Translation
- Project Support
- Cultural understanding
- Fluent in english, Kashmiri and urdu
- Verbal and written communication
- Document Review
- Editing skills

WORK HISTORY

November 2023 - Current

Translator, Verbolabs, Work From Home

- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Translated documents from English to urdu, and Kashmiri, .
- Replicated flow, style, and overall meaning of original texts.