

Sufyan Hanif

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I am a results-oriented professional with a demonstrated ability to deliver high-quality written content, provide exceptional customer service, and manage administrative tasks. I possess strong communication and interpersonal skills, allowing me to effectively collaborate with a diverse range of clients and colleagues.

Education

Bachelors continue in Software Engineering

University of Lahore - Lahore

September 2022 to Present

Skills

- Microsoft Office
- Communication skills
- Driving
- Customer service
- Assignment Writing (3 years)
- English Language (2 years)
- proof reading (Less than 1 year)
- translation (1 year)
- Transcription (Less than 1 year)

Languages

- Urdu - Native
- English - Fluent

Certifications and Licenses

PTE result

April 2024 to April 2026

I possess strong written and spoken English communication skills, as evidenced by my score of 64 on the Pearson Test of English (PTE). This demonstrates my ability to effectively communicate with colleagues and clients in a professional setting.

Additional Information

I am writing to express my keen interest in this position advertised on indeed. As a highly motivated and detail-oriented Software Engineering student with a strong background in writing, communication, and research, I am confident I possess the skills and experience necessary to excel in this role.

My academic pursuits have honed my writing abilities in various styles and formats. From crafting clear and concise code documentation to meticulously researching and writing complex assignments and thesis papers, I have developed a strong understanding of grammar, punctuation, and the nuances of effective communication. My experience in proofreading my own work and that of classmates ensures a high level of accuracy and attention to detail.

Furthermore, my studies have instilled in me a strong foundation in research skills. I am adept at identifying credible sources, analyzing information, and synthesizing complex ideas into clear and concise writing. This skillset translates perfectly to the research and understanding required for accurate translation and content creation.

Additionally, my passion for languages makes me a quick learner, allowing me to grasp new terminology and adapt my writing style to different audiences. I am confident in my ability to learn and apply the nuances of the languages relevant to this position.

While I am a student, my flexible schedule allows me to dedicate myself to meeting deadlines and exceeding expectations. I am a highly motivated individual with a strong work ethic and a genuine interest in translation/transcription or writing relevant to the jobs.

I am confident that my skills and dedication would be a valuable asset to your team. Thank you for your time and consideration.