

# MUHAMMADI KROATOV

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## SUMMARY

I am a trilingual Russian, Tajik and English Translator, Interpreter and Transcriber with 20 years of experience in Marketing, Financial, Economic, Legal and other translations.

I provide remote and on-site interpreting services.

I speak perfect American English without any accent whatsoever.

I specialize in providing and translating Russian **Transcriptions and Subtitles**.

I have a huge experience in transcribing, subtitling and translating big files of more than 3 hours long.

I'm a subtitle translator for Netflix and other media companies.

I have experience in providing and translating Transcriptions to OAI UNDP (the Office of Audit and Investigations), World Athletics and other international organizations.

I specialize in this field and I'm the best in it.

•► I will provide transcriptions:

√ both with and without timestamps (every 15 sec, 20 sec, etc.)

√ in any custom format and template

√ with custom font color of the words of each speaker (if needed)

√ in several templates (if needed)

√ in several versions with different speaker labels (if needed)

√ I'll do it in no time, no extra payment required.

I can work with and replicate custom formats and templates in Microsoft Word, Excel, PDF.

I am proficient with Excel formulas. I can replicate scanned documents.

► Here's a link to my profile on LinkedIn:

<https://www.linkedin.com/in/muhammadi-kroatov>

► Please find attached **my voice sample** and 5 main **Transcription Templates** my clients can choose from, along with other examples of my work on my LinkedIn profile.

I always enjoy new experiences and challenges, and love making your life easier when it comes to language communication.

I'm available 7 days a week.

If you're interested, please let me know 😊👍

You can contact me via Email, Skype or WhatsApp.

My email: kroatov@gmail.com

My Skype ID: kroatov

My phone number: (+992) 93 555 50 10

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## **WORK EXPERIENCE**

### ***Freelance Translator***

May 2006 – Present

I work in various online platforms and directly with clients.

I provide:

- ✓ Over the phone and on-site interpreting services
- ✓ Russian & English translation services
- ✓ Russian transcription and English translation with timestamps
- ✓ Russian subtitles and English translation
- ✓ Custom transcription and translation templates, formats.

### ***Translator, Accountant*** - CJSC MDO "Humo", Dushanbe, Tajikistan

January 2014 – April 2016

- ✓ Provide oral and written interpretation services
- ✓ Provide translation services for legal and economic documents, research or administration
- ✓ Ensure that all written translations conform to the original text in terms of technicality and terminology
- ✓ Ensure that both content and style of statements in communicated effectively
- ✓ Proofread end document and make any necessary changes.

### ***Interpreter, Consultant*** – US Centcom Planning Team in Tajikistan

April 2011 – October 2013

- ✓ Provide oral and written interpretation services
- ✓ Provide translation services for any documents, research or administration
- ✓ Listen thoroughly to conversations and provide verbatim interpretation
- ✓ Ensure that the context of the language isn't altered during interpretation conducted by other interpreters.

### ***Military Interpreter*** – State Committee for National Security of the Republic of Tajikistan

October 2006 – January 2011

- ✓ Provide interpretation and translation services
  - ✓ Protect and ensure the safety of national and foreign government officials, particularly important sites, etc.
  - ✓ Perform other duties.
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## **EDUCATION**

Russian-Tajik Slavonic University 2001 - 2006

Master of Laws

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## **SKILLS**

- Typing Speed – 100 wpm