**Cover Letter**

To**: Whom it may concern Date: 16 August 2022**

# With due respect,

I have bachelor degree in Journalism and Mass Communication, and more than five years of experience as a translator.

As a multilingual translator, I offer a proven track record of providing verbal and written translations for organizations, academic, and publishing clients. Fluent in Pashto, Dari, English, and Urdu, I am highly adept at translating formal documents, academic articles, magazines and books, and web contents to and from each of those languages. Additionally, I can provide in-person translating services.

Examples of my work include:

I have translated five books from English to Pashto.

* Public Relations: Strategies and Tactics 11th edition
* In A Land Far from Home (A Bengali in Afghanistan)
* Every Day Is Extra (John Kerry’s autobiography)
* The Spy Chronicles: RAW, ISI and the Illusion of Peace
* Directorate S: The C.I.A. and America’s Secret Wars in Afghanistan and Pakistan

Over the years I have provided English to Pashto and Persian and vice versa translation services for **United States Institute for Peace (USIP)**, **Office of the Cultural Advisor to the President,** **Ministry of Agriculture, Ministry of Energy and Water, The Liaison Office** and many more respected organizations.

Moreover, for the last one year I’m working as freelance translator.

I am confident that I will prove valuable to your translation, proofreading, interpretation, content writing, and public relations needs. I respectfully submit my CV for your review.

Sincerely,

Noorulhaq Haider

**Noorulhaq Haider**

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 Kabul, Afghanistan

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#### WORK EXPERIENCE:

#### Project Manager & Senior Translation Editor – Bridge Translation Services

 March, 2018 — Aug 2022

 **Conducted Activities:**

* As Senior Translation Editor and Project Manager, I was responsible for planning and execution of translation projects, monitoring translation projects and solving the arising problems, co-coordinating and prioritizing day-to-day workload across the translation projects teams for ensuring that key deliverables are met in a timely manner, quality checking translations for ensuring the final delivery to the client is fit for purpose, and checking and approving final draft of translations for grammar and spelling.
* Supervised the **407,312** words Arabic to Pashto translation project (memoirs of former diplomat Adib Khan Afandi) for the office of Senior Advisor to the President of Afghanistan on Cultural Affairs;
* Translated following 3 research reports from English to Pashto for The Liaison Office (TLO):
1. The Real Cost of Coal (**13,892 Words**)
2. Root Causes of Deforestation in the Southeast Region of Afghanistan (**15,393 Words**)
3. Natural Resources Revenue in Afghanistan (**14,346 Words**)
* Translated the book “In a Land Far from Home: A Bengali in Afghanistan” (**262 pages**) from English to Pashto;
* Translated the Peacebuilding Course for United States Institute for Peace (USIP) (**216,000 Words**);
* Edited the Pashto to English translation of the book “A Military History of Afghanistan: From the Great Game to the Global War on Terror” for Arg (**656 pages**);
* Edited English to Pashto and Dari Translations of National Health Strategy for Nursing and Midwifery (**80,853 Words**); and
* Transcripted and translated **17 hours and 33 minutes’** interview voice clips from Pashto to English for The Liaison Office.

#### Executive member of translation board – Aksos Publications and Bookstore

**Conducted activities:**

* As an executive member of translation board I was responsible for reviewing, proofreading, editing, and re-writing various translated books' text to ensure readability and appropriateness for readers, and providing consultation to the publisher on word, style, tonality choice in Pashto;
* Translated the book "Directorate S: The C.I.A. and America's Secret Wars in Afghanistan and Pakistan" from English to Pashto (**784 Pages**);
* Translated the book "The Spy Chronicles: RAW, ISI and the Illusion for Peace" (**345 Pages**) from English to Pashto;
* Translated the Book "Every Day Is Extra" (John Kerry's autobiography) from English to Pashto (**640 Pages**);
* Translated the textbook "Public Relations: Strategies and Tactics" (**625 Pages**) from English to Pashto;
* Edited the Pashto translation of the Think and Grow Rich (**320 Pages**); and
* Proofread the Pashto translation The Muqaddimah: An Introduction to the History (**750 Pages**).

#### Reporter and Copy Editor – Daily Weesa

March 2016- Feb 2018

 **Conducted Activities:**

* Copy edited **400+** issues of the newspaper
* Published **350+** news reports and features stories
* Attended **50+** Press Conferences
* Interviewed **300+** figures for developing the news reports
* Translated **29** articles and stories on various topics from English to Pashto

#### Sub-Chief Editor – Meyar Monthly

Oct 2015 — May 2017

 **Conducted Activities:**

* Published **18** opinion columns and **9** editorials for Meyar Monthly;
* Collected of monthly reports and news;
* Made reports in proper format;
* Edited the reports for the final touch;
* Organized the team for the different weekly tasks; and
* Provided ideas for page layout and designing of the Monthly.

#### ACADEMIC QUALIFICATION:

2013-2017

**BA in Journalism and Mass Communication**

Nangarhar University

2019

**Diploma in Public Relations**,

Sri Aurobindo Center for Arts and Communication

(SACAC), New Delhi

2011

**Diploma in Information Technology (DIT)**

Parmakhtag Institute of Higher

2009

**Diploma in English Language**

Azraksh Institute of English Language and Computer

#### COMPUTER SKILLS

SDL Trados

memoQ

QuaHill

Projetex

MS Office (Word, Excel, PowerPoint)

MS. Windows

Adobe audition

Using of Printer, Scanner and Digital Photo Camera

#### LANGUAGES:

English

Pashto

Dari

Persian

Urdu

#### REFERENCES:

**Available upon request.**