**CV**

of Mr.

Rameen Raha

Date of Birth: 1986

N. ID Card No.: 200 210

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**Contact No.: 0786 25 15 97**

Education/Training

BA (Fine Arts: Music)

Kabul University Kabul Dec 2011

Diploma in English language

Bakhtar Institute of Higher Education Kabul May 2011

Certificate in Office management and internet Alkhidmat IIT Kabul Jan-Apr 2004

Work Experience

East Silk Route-logistics ESR Kabul Jan 2012- may 2012

* Controlling Field Offices and monitoring their performances
* Translating different documents and letters from English into Dari/Persian and vice versa
* Recording Field personnel information as a personnel rooster
* Assisting the subcontract manager in the overall relevant tasks
* Preparing materials for the meetings and conferences
* Assisting Admin Officer in the relevant tasks

BRAC Kabul Feb 2009- Mar 2011

* Manipulating targeted training plans
* Providing other trainers with the plan details in order to achieve integrity in training process
* Preparing training materials from reliable Persian and English resources based on client requirement
* Providing the President of BTRC with a Summary Instruction Report
* Instructing the trainees on a case by case basis considering their individual requirements

Freelance Translator

Many International Organizations, including: Different parts of the world 11 January, 2009 up to now

Afghanian Language Services [www.afghanian.com](http://www.afghanian.com)

Bright Bridge Translations nabiltranslation@yahoo.com

BRAC www.brac.net

CHA *www.cha-net.org*

JimUltara Translation Services (USA) Jim@ultratranslate.com

UNICEF www.unicef.org

* Translating professional globally-reputed academic social-scientific essays and textbooks from English into Dari/Persian
* Translating legal documents from English into Dari/Persian
* Translating financial documents from English into Dari/Persian
* Translating RFQs from English into Dari/Persian
* Translating Technical Manuals of Vehicles and Electronic Devices from English into Dari/Persian
* Translating texts from Dari/Persian into English
* Translating Letters and documents from Pashto into Dari/Persian and vice versa

Volunteer Member

ARO Kabul Mar 2006- Aug 07

* Monitoring the overall processes of Ehsas Magazine publication and social assistance
* Authoring Essays in Dari and English

Skills

Language Skills

**Speaking Writing Reading Listening**

**English Excellent Excellent Excellent Excellent**

**Persian Excellent Excellent Excellent Excellent**

**Dari Excellen Excellent Excellent Excellent**

**Pashto Good Good Good Good**

**Urdu Good fair Good Good**

Other Skills

Inter-personal harmony and leadership & communicative skills

Playing Musical Instruments such as guitar, Piano, vocal skills and

Composing

References

Ms. Lailuma Kaakar

Head of Management and Development Faculty- BRAC Training & Resource Center (BTRC)

E-mail Add: lailuma\_kaakar@yahoo.com

Contact No.: 077 83 655 90

Mr. Sayed Amir Fakhri

Senior Freelancer and Project Coordinator | Afghanian Language Services

Email Add: amir.sdb@gmail.com

Contact No.: 0784 25 95 90

Done