

# Riaz uddin shabbir

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**Date of birth:** 17/02/1999 | **Nationality:** Bangladeshi | **Gender:** Male | **Phone number:**

(+880) 1647526088 (Home) | **Email address:** [riazshabbir01@gmail.com](mailto:riazshabbir01@gmail.com) | **LinkedIn:**

<https://www.linkedin.com/in/riaz-uddin-shabbir-9b3a96173> |

**Address:** Kagutia,Raozan, chittagong, 4341, Chittagong, Bangladesh (Home)

## ● ABOUT ME

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Individual with 5 years of experience in completing 200+ translation, edition and transcription assignments. I have a thorough awareness of linguistic nuances and cultural contexts, which enables me to provide translations that are precise and appropriate for the target culture. My proficiency extends across English, Bengali and Rohingya, and I am adept at translating a variety of content, including medical, legal documents, insurance, education, social issues, marketing materials, gaming, technical manuals etc. I take great satisfaction in my ability to maintain coherence and clarity in the target language while retaining the spirit of the original material. My editing skills, combined with my keen eye for detail and strong command of grammar and style, allow me to refine and enhance content, ensuring it meets the highest quality standards. I am proficient in utilizing a range of Computer-Assisted Translation (CAT) tools, including but not limited to Smartcat, SDL Trados, MemoQ, etc. I have completed my Master's degree from the University of Chittagong, majoring in Sociology, with distinctive coursework on research methodology. I have been part of interviewing, translation, transcription, and interpretation work on several climate risks, migration, GBV, child education, livelihood/IGA/economic diversification assignments, baseline and evaluation studies commissioned by development partners, UN agencies, and INGOs operating in the humanitarian landscape. I am a Bengali and Rohingya native with proficiency in the local dialect and a long-standing exposure to Bengali and Rohingya communities, which has enabled me to interact directly with both host and Rohingya communities as an ethnographic researcher in a humanitarian context. Having skills in translation, transcription, edition, social and market research, interviews, secondary research, ethnographic research, conducting surveys, focus group discussions, in-depth interviews, case studies, interpretation, and Report Writing, I desire to use these skills to positively impact my organization.

## ● WORK EXPERIENCE

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04/02/2022 – CURRENT Oregon, United States

### **TRANSLATOR AND INTERPRETER OREGON JUDICIAL DEPARTMENT**

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-Translated and interpreted in court for over 100 hours, translating between Rohingya and English; Bengali and English.

-Translated documents such as police reports, witness statements, medical records, etc.

-Assisted attorneys with research on legal issues pertaining to their cases and prepared written summaries of testimony or other evidence presented at hearings or trials.

-Followed the ethical code of conduct of the courts and my professional code of conduct that protects the confidentiality of information.

-Maintained confidentiality regarding all information received through translation duties and followed established procedures regarding contact with victims/ witnesses of crimes or others involved in criminal proceedings.

05/03/2018 – CURRENT

### **BENGLI AND ROHINGYA LANGUAGE TRANSLATOR AND EDITOR UPWORK**

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-Translated a wide range of documents from English < > Bengali and English < > Rohingya, demonstrating a strong command of linguistic nuances, cultural considerations, and industry-specific terminology.

-Collaborated closely with cross-functional teams to ensure accurate and contextually relevant translations in various domains, including legal, medical, technical, gaming, education etc.

-Edited and proofread translated content to maintain high linguistic and grammatical standards, ensuring clarity, coherence, and cultural appropriateness.

-Utilized industry-standard Computer-Assisted Translation (CAT) tools, including Smartcat, SDL Trados, MemoQ, etc., to enhance efficiency and maintain consistency in translation projects.

-Worked closely with project managers, fellow translators, and subject matter experts to clarify project requirements, address queries, and ensure cohesive collaboration throughout the translation and editing process.

-Conducted thorough research on cultural nuances to ensure translations were culturally sensitive and resonated effectively with the target audience, enhancing the overall impact of the content.

-Actively participated in training sessions, workshops, and industry conferences to stay abreast of linguistic trends, cultural developments, and advancements in translation technology.

05/02/2020 – CURRENT Dhaka, Bangladesh

**TRANSLATOR, EDITOR AND TRANSCRIBER** ICDDR, B

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**Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:**

-Translate the questionnaire of different research projects (English < > Bangla; English < > Rohingya).

-Translate a number of research-related documents.

-Listened to interview and FGD recordings and transcribed those recordings into text files.

-Ensured accuracy of the transcribed text.

-Understood details of client requirements regarding formatting and notation.

-Completed edition in a timely manner, reviewed and edited drafts for any spelling, grammar, or formatting errors, as well as other inconsistencies.

-Translate Rohingya to English and English to the Rohingya language, and Bengali to English and English to the Bengali language.

-Develop a glossary of regularly used terms for usage in various contexts/themes during interpretation/translation assignments

-Delivered high-quality translation on time.

10/08/2018 – 14/10/2021 Dhaka, Bangladesh

**RESEARCH ASSOCIATE** INSPIRA ADVISORY AND CONSULTING LIMITED

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**Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:**

**Name of assignment or project:** Strengthening Access to Multi- sectoral Public Services for GBV Survivors in Bangladesh

**Month/Year:** September 2021

**Client:** Ain o Salish Kendra (ASK)

**Positions held:** Qualitative research assistant

**Activities performed:**

-Conducted meetings with various officials to make the research comprehensive.

-Developed focus group and interview question guides.

-Lead the field-level data collection team to collect and manage data.

-Conducted In-depth interviews and interviews with relevant stakeholders.

-Conducted case study with a number of “ GBV survivors” and other key stakeholders.

-Conducted focus group discussions with community members.

-transcribed the collected data according to the given template

- assisted in the data analysis.

-Assisted in report writing.

**Name of assignment or project:** Evaluation of the Bangladesh Rohingya Response Phase II

**Month/Year:** March/2021

**Client:** Australian Aid, Australian Humanitarian Partnership/Save the Children Australia

**Positions held:** Qualitative Researcher

**Activities performed:**

-Lead the field-level data collection team to collect and manage data in the humanitarian context-Rohingya camps.

-Coordinated with government officials of Cox's Bazar such as RRRC, CiC on legal and administrative clearance.

-Translated the questionnaire and several contents into Rohingya to English and English to the Rohingya language and Bengali to English and English to the Bengali language.

-Interviewed relevant stakeholders to collect qualitative data with a semi-structured questionnaire/ checklist.

-Conducted Focus Group Discussion with Rohingya community people.

-Conducted In-depth interviews with relevant stakeholders including learning center- (Traditional school for Rohingya children) teachers.

-Conducted case study with a number of “ person with disabilities “, and other key stakeholders.

- Prepared observational reports on on-site interventions and environment of camp and host community areas.
- Prepared Transcription of the collected information.
- interpret when required.
- Assisted in report writing

## ● EDUCATION AND TRAINING

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02/01/2023 – 12/12/2023 Chittagong, Bangladesh

**MASTER OF SOCIAL SCIENCE (M.S.S)** University of Chittagong

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15/01/2018 – 18/12/2022 Chittagong, Bangladesh

**BACHELOR OF SOCIAL SCIENCE (B.S.S)** University of Chittagong

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**Website** [www.cu.ac.bd](http://www.cu.ac.bd) | **Field of study** Sociology

07/06/2015 – 10/07/2017 Chittagong, Bangladesh

**HIGHER SECONDARY SCHOOL CERTIFICATE (H.S.C)** Chittagong Govt. city College

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**Website** [www.gccc.edu.bd](http://www.gccc.edu.bd) | **Field of study** Humanities

03/08/2017 Chittagong, Bangladesh

**SOCIAL LEADERSHIP HACKATHON** Bangladesh youth leadership center (BYLC)

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20/05/2015 Chittagong, Bangladesh

**SECONDARY SCHOOL CERTIFICATE (S.S.C)** Anwara Adarsha High School

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**Field of study** Business studies

18/07/2018 Chittagong, Bangladesh

**INTERNATIONAL WORKSHOP ON ROHINGYA CRISIS IN BANGLADESH** Department of Anthropology, University of Chittagong & (WiSERD), Cardiff University

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09/04/2018 – 15/08/2019 India

**RESEARCH METHODOLOGY** Examometer

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**Website** [www.examometer.com](http://www.examometer.com)

13/10/2018 – 16/10/2018 Comilla, Bangladesh

**ATTACHMENT PROGRAMME ON RURAL DEVELOPMENT** Bangladesh Academy For Rural Development

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13/01/2020 – 02/03/2020 Bangladesh

**FIELD RESEARCH TECHNIQUE** John Hopkins Center For Communication Program (JHUCCP)

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**Website** [www.wfglobal.org](http://www.wfglobal.org)

12/12/2023

**HIPAA TRAINING 2023**

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## ● LANGUAGE SKILLS

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Mother tongue(s): **BENGLI** | **ROHINGYA**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

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Microsoft Office | Data Entry | Data collection analysis and interpretation

**Soft Skills**

Leadership Skills | Communication skills | Team player/ Team leader | Interpersonal skills | -Active listener | Decision-making | Punctuality

● **ORGANISATIONAL SKILLS**

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**Member of International association of professional translators and interpreters**

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**Organizer of Hult prize at chittagong University campus**

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**Associate member at Chittagong University model United Nations association (CUMUN)**

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**Associate member at Chittagong University Toastmasters Club (CUTC)**

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● **HOBBIES AND INTERESTS**

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**Interpretation**

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**Translation**

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**Qualitative Research**

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**Connecting people**

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**Develop New Skills**

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