**SDL TRADOS 2014 (Compatible with Trados 2011/2009 & 2007) – Idiom – TWS/XLIFF EDITOR – WORDFAST – XTM – LocStudio/GTT**

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**Saghir Ahmed صغیر احمد**

**Senior English <> Urdu/Punjabi Translator/ ProZ Certified PRO Linguist/Localizer/Creative Manager/Copywriter**

**Red Communications Arts (Pvt.) Ltd,** Islamabad. ([www.red.com.pk](http://www.red.com.pk))

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## L A N G U A G E P A I R S

**Mother-tongue: Urdu اردو**

## ENGLISH<>URDU/Punjabi پنجابی

Urdu and Punjabi: Native Level expertise

## NUMBER OF WORDS TRANSLATED (Urdu): More than 4M words

Law/Legal: 700000

## Agreements/Tenders/Certificate: 700000

Medical & Health: 450000

## IT & Software Localization: 900000

## Business & Financial 350000

## General: 500000

## TRANSLATED Words (Punjabi):More than 1M words

Law/Legal: 200000

## Finance & Forex: 200000

## IT & Software Localization: 450000

## General: 300000

## Software/translation packages

Trados 2014, Compatible with Trados 2007, 2009 & 2011

## XXLIFF Editor/TWS

## LocStudio 6.12 / GTT

Wordfast 2.3

Idiom / XTM

RaterHub

## (Recently Accomplished) TRANSLATION PROJECTS

**IT, Software, Localization, Hardware and websites includes:-**

|  |
| --- |
| **Microsoft Hancom Project** Localization (TWS/XLIFF Editor) |
| **Samsung** **Localization** |
| **Skype Localization** |
| **Google** Localization (working on GTT) |
| **Twitter Localization (Continued, on assignment basis)** |
| **Nokia** Mobiles Localization Project |
| **Microsoft Windows 8** |
| **Microsoft Language Portals** |
| **Microsoft Windows** |
| HeyWood Software (sample available) |
| MoneyGram System (sample available) |
| <http://www.pakrevolution.org/> complete site |

**LEGAL**: NOTARY Attestation Available (See Service Rates for nominal attestation/ additional charges)

|  |  |
| --- | --- |
| Immigration documents, Notices, info booklets for immigrants | |
| Translated UK and USA court verdicts/orders/ statements of truth/case proceedings/notice/ legal claims/ medical claims/ insurance claims. | |
| Translation of 2 to 3 documents on daily basis (as In-charge classified/ translations) including: | |
| FIR/ Legal Reports | Annual Reports and official Notices |
| Educational Certificates | Marriage/Birth Certificates, ID Cards |
| Legal Agreements | Tender Notices |

**Medical & Health:** work for National Health Services, UK on a regular basis:

|  |  |
| --- | --- |
| **MEDICINE TESTING/ CLINICAL TRIALS/ PATIENT DIARIES/** for world’s leading medical Companies. More than 15 medical trials translated/edited or proofed. | |
| Breast & Cervical Cancer | Breastlight brochure/packaging, manual |
| Bone Marrow Transplant booklets | LVAD (Left ventricular device) booklet |
| HeartWare Booklet | Constipation |
| WAYM | Arthritis & You |
| Facet & Keep Well | Bereavement Booklet |
| Migraine | Post Mortem booklets |
| Dementia Booklet |  |

**Media, Journalism, Education, Literature:**

|  |
| --- |
| NEWSPAPER ARTICLES, translation and summary submission, Précis of news items, Press Releases |
| Urdu version of Prospectus (for Masters. M.Phil & Ph.D Programs) of the National University of Science & Technology, Rwp/Isb. |
| Translated the Book “**Colors of Mehran**” written by Pir Mukkaram Hussain Shah, Urdu version published by Al-Hamra Publisher, F-8, Islamabad (available in market) |
| Translation of Time magazine and other articles for newspapers (used for reference/ monthly basis 5 to 7) |

**Educational/E-learning:**

|  |
| --- |
| **Prince Williams Country Public Schools** – Translated 50,000/w, edited proofreading 100,000/w |

**Business & Finance:**

|  |
| --- |
| **FFC Documentary** – New Corporate Head Office – One of the prestigious clients – complete Urdu Translation (available as sample) |
| Survey Forms, Market Analysis, Annual & Quarterly Reports, AGMs minutes etc |
| Provided services as a quality checker and expert linguistic (Urdu) for Havalon Brand to a leading language firm in UK. |

**UNO & Other Leading Organizations:**

|  |
| --- |
| Translation (Editing) UNO’s (120 pages/A4) training booklet **“Training course for Reconciliators**” (Gender Justice through the Reconciliation Project). |
| **Police Training Manual of Investigation** for Punjab Police/ actual material was taken from the Manual of British Police Act. |
| Translation (Editing):UNO (200 Pages/A5) booklet “**Gender and Education in Rural Pakistan**” |

**Miscellaneous:**

|  |
| --- |
| Regular Translator for many clients within Pakistan and New York, London and Dubai based |
| PBM, FFC, Lafarge Pakistan, PTCL, Government Ministries & Departments’ Notices, Tender notices, Official Circulars, Announcements & Other materials |

## O B J E C T I V E S

I have chosen the field of translation/interpretation and creative writing to play my due role in establishing global cultural harmony, through respect and understanding of every region, culture, cast and creed by making good professional, ethical and human relations. I am fully dedicated to provide the best quality translation services to my clients with the basic objective to provide100% accurate, high quality translations and related services.

# P R O F E S S I O N A L S K I L L S

* **12 Year experience** as Senior Translator, Linguist, Copywriter, Creative Manager, Columnist, working since **2001 to date**
* **ProZ Certified PRO among top 3 linguists in my language pair.**
* Translation of texts from all categories including technical, medical, IT etc.
* Urdu to English & English to Urdu Quality Translations
* Freelance Writer (Urdu/English).Columnist, Essayist, book-writer as well.
* Report/Proposal Writing/ Presentation Skills
* Developing ATL/BTL Concepts
* Innovative Concepts for Advertising Campaigns (Print, Electronic &Informal Media)
* A good number of creative ads, published in newspapers Urdu & English.

**SERVICE RATES**

(USD 10 as minimum charges, is applicable)

|  |  |  |
| --- | --- | --- |
| **Service** | **Rates per word** | **Comments** |
| **Translation** | $ 0.06 to 0.09 /£ 0.4 to 0.05/ IR 3 / PKR 5 | All domains including Medical & Technical contents |
| **Software Localization** | $ 0.06 to 0.09 /£ 0.4 to 0.05/ IR 3 / PKR 5 | All domains including Medical & Technical contents |
| **Proofreading** | $ 0.03 to 0.04/ £ 0.1 to 0.02 per word\* | Major sentence structure not to be changed |
| **Editing Proofreading** | $ 0.04 to 0.05/ £ 0.01 to 0.03 per word\* | (Heavy, basic sentence structure has to be changed: |
| **Urdu Voice Over:** | $ 22/ £ 17 per hour |  |
| **Interpretation** | $ 22/ £ 17 per hour |  |
| **Writing** | $ 0.04 per word | (Essay/column/research/Proposal): |
| **Copywriting/Presentation** | Will be decided after mutual understanding | |
| **Transcription+Translation** | is charged as per translation rates. | |

*Imp:*(\*Translation done through **Google Translator** or free machine translations are treated as full job order, as I have to re-translate such material/ you will be informed of this)

*Imp:*(\*The Rate varies for Medical, Telecom, Highly Technical stuff and Website translations, please first confirm the rates)

|  |
| --- |
| **Notary Attested Legal Translations: Notary Attestation from District Islamabad Civil Courts, F-8, Markaz, Islamabad, Pakistan:** A nominal fee of PKR. 40 (USD 0.5) per Page will be applicable as fee+ transportation charges; I’ll have no share in these charges. Then scanned documents will be emailed. However, if you need hard copies as well, you will send your Post address and also accept to pay additional Post Charges. (Nominal standard post charges of DHL or TCS Pakistan). |

## TERMS & CONDITIONS (for freelance jobs)

1. For quality assurance a single paragraph/ Not more than 100 words
2. 50% Advance payment/ when the job is assigned
3. Remaining 50% at the completion of the job
4. Installments can be made as per the agreement
5. Though I ensure 100% accuracy and excellent quality, you should inform regarding your quality-checks, however, after completing the job, no excuses will be acceptable

## Payment Method:

1. **Wire/Bank Transfer**: for wire transfer/bank transfer, details are as following, please ask for further details if required

|  |  |
| --- | --- |
| Acc/Title | Saghir Ahmed |
| Account Number | 363631 |
| Bank | JS Bank Limited, F-8, Markaz, Al-Baber Centre, Islamabad. Pakistan - 44000 |
| Swift Code | Jsblpkka |
| IBAN | PK09JSBL9530000000363631 |

1. **Western Union Money Transfer**: Send your payments through **Western Union Bank (for Islamabad, Pakistan Branch)** with following details:

**“Receiver:** Saghir Ahmed, CNIC # 36201-0575194-9**, Address**: Office 10, 2nd Floor, Al-Baber Centre, F-8 Markaz, Islamabad, Pakistan.

”**Share details, sender’s name, complete address and MTCN No via E-mail.**

1. **MoneyGram**

SAME address, as mentioned above.

1. **Moneybookers.com/Skrills**

Send through **moneybookers.com at Mail ID:** [**saghir\_5@hotmail.com**](mailto:saghir_5@hotmail.com)**, Name: Mr. Saghir Ahmed,** Islamabad, 44000 Islamabad, Pakistan.

## A R E A S O F S P E C I A L I Z A T I O N

## (Translation & Writing Services)

* Legal & Government documents, Case Study, Tenders, FIRs, Annual Reports, diplomatic statements, speeches/ Contract/Patents/Trademarks/ Copyright /Taxation & Customs
* Medical (general) /Cardiology/Diseases/Hospital Forms/info-brochures, Dentistry/ Genealogy / Pharmaceuticals/Instruments/Health Care, All stuff incl. Medicine-info-pages/Biology/botany/zoology/bio-chemistry
* Marketing, Business, HR, Management, Advertising, Market Research Communication, Strategies
* Certificates, Diplomas, Licenses, CVs
* Business & Economics, commerce, Accounting/Business/ Commerce /Economics/Banking/Finance/ Insurance /Investment/ Securities
* Media, Documentaries, Presentations, ad & web contents, articles, Cinema /Film
* /TV /Drama Conversation/Greetings/Letters
* Education, Training, Manuals, Catalogues Social Materials Philosophy /History/ Poetry & Literature
* General Science, Science& Technology, Engineering, IT& Communication
* Telecommunication and Mobile operation systems Automotive, Space, Automotive/Cars & Trucks,
* Philosophy, Religion, Arms, Military, Trade, Real Estate, General Essays, Economics, Taxation, Literature and Books (Novels, Poetry, Prose etc.), Narration
* Military/Defense Logistics Transport
* Agriculture/Animal Husbandry/ Livestock
* Writing Services include: column writing, copywriting/ proposal/report, documentary writing (for all public and private sector clients).

## MY DICTIONARIES

|  |  |  |
| --- | --- | --- |
| Oxford English to English & Urdu Dictionary | Oxford University Press Karachi | 2010 Edition |
| Ilmi English to Urdu Legal Dictionary | Ilmi Publishers | 2008 Edition |
| GEM English to English and Urdu Medical Dictionary | GEM Publishers, Lahore | 2009 Edition |
| American Heritage Dictionary | Boston published, USA | 2008 Edition |
| Practical Dictionary Urdu to English | Rabia Book House, Lahore | 2011 Edition |
| **فیروزالغت**Urdu to English Dictionary | Feroze Sons, Lahore | 2010 Edition |
| <http://www.microsoft.com/Language/en-US/Default.aspx> for IT terminology | Microsoft Language Portal | Online |
| <http://www.urduenglishdictionary.org/> | Web Dictionary | Online |
| <http://www.nla.gov.pk/lughat/search.php> | Web Dictionary by NLA – مقتدرہ اردو کی سائٹ | Online |

## O R G A N I Z A T I O N S

**Employer: RED Communications Arts Pvt. Limited**. Islamabad. ([www.red.com.pk](http://www.red.com.pk))

**Designation: Creative Manager/ Concept Writer/ In-charge Translator**

**RD: Mr. Sardar Omar**

**Duration: Since October 2013 to date**

**Responsibilities:**

* Working as Chief Translator and Manager Classified (Translation) Department
* Ensure High quality translations and proofreading
* Every day handling of more than 1000 words
* Independently handling all assignments
* Leading my group, independently handling assignments
* Brainstorming & finalizing the ‘core-idea’ for advertising campaigns
* Writing copies and getting written from juniors
* Getting done TV Commercials/ Electronic Media Productions (if outsourced)
* Developing innovative Campaign
* Preparing Presentations, Proposals
* Developing Documentary & other programs

**Employer: Evernew Concepts Pvt. Limited**. Islamabad. ([www.evernewgroup.com](http://www.evernewgroup.com) )

**Designation: Creative Manager/ Concept Writer/ In-charge Translator**

**Owner/MD: Mr. Shahzad Raza**

**Duration: Since January 2012 to November 2013**

**Responsibilities:**

* Working as Chief Translator and Manager Classified (Translation) Department
* Ensure High quality translations and proofreading
* Every day handling of more than 1000 words
* Independently handling all assignments
* Leading my group, independently handling assignments
* Brainstorming & finalizing the ‘core-idea’ for advertising campaigns
* Writing copies and getting written from juniors
* Getting done TV Commercials/ Electronic Media Productions (if outsourced)

**Employer: Manhattan Pakistan (Pvt.) Ltd**. Islamabad

**Designation: Creative Manager/ Concept Writer/ In-charge Translation & Proofreading**

**Duration: July 2008 to December 2011& before March 2006 to January 2007(Three years)**

**Responsibilities:**

* Managing Creative and Classified (Translation) Department
* Independently handling all assignments
* Brainstorming& finalizing the ‘core-idea’ for advertising campaigns
* Writing copies
* TV Commercials/ Electronic Media Productions
* Developing innovative Campaigns
* Preparing Presentations, Proposals
* Ensuring High quality of contents and translations
* Developing Documentary & other programs

**Employer: Channel 7 Communications (Pvt.) Ltd**. Islamabad

**Designation: Creative Manager/ Concept Writer/ Translator**

**Duration: February 2007 to June 2008& before May 2004 to February 2006**

**Responsibilities:**

* Checking and Overall supervision of creative workflow
* Independently handling assignments
* Brainstorming& finalizing the ‘core-idea’ for advertising campaigns
* Writing copies
* TV Commercials/ Electronic Media Productions
* Developing innovative Campaigns
* Preparing Presentations, Proposals
* Developing Documentary & other programs

**Employer: Xposure Advertising (Pvt.) Ltd**. Islamabad

**Designation:** Translator, Proofreader

**Duration:** January **2004 to May 2004**

**Responsibilities:**

* Translation
* Copywriting
* Developing Ideas for print & electronic media campaign

**Employer: Adreach Advertising (Pvt.) Ltd**. Islamabad

**Designation:** Translator, Proofreader

**Duration: (2003) (One year)**

**Responsibilities:**

* Translation
* Copywriting
* Developing Ideas for print & electronic media campaign

**Employer: The Daily Khabrain**. Islamabad

**Designation:** Translator

**Duration: (2001 to 2002) (one year)**

**Responsibilities:**

* Translation
* Copywriting
* Developing Ideas for print & electronic media campaign

## C L I E N T S D E A L T

**Public Sector:** ARC, ICMAP, Pakistan Post, Utility Stores Corporation, PODB, OGDCL, SCO, PTA, Pakistan Navy, Ministry of Environment, Privatization Commission, POF, Air University, SCO, NTC, NCHD, CBR, AIOU, CDNS, NADRA, NHA, POF, NEPRA, IESCO, M.o.Health, M.o.Law and Justice, Pakistan Polio Program, Pakistan Railways, National Reconstruction Bureau, COMSATS, IESCO, WAPDA, UNDP, CBR, Ministry of Environment etc.

**Private Sector:** Kashf Bank, Riphah International University, RIMS, Makco, Transworld, RSPN, SZIA, CPECC (Chinese), Insta-Phone, Askari Bank, Pak Cement, Hair Transplant Institute, Arain City Housing Project, UNESCO, British/ Australia High Commission, Tomax Tomato Ketchup etc.

## M A J O R A C H I E V E M E N T S

* Winning of US Aid’s AED-PSDW Project (Health Electronic Campaign for FATA Areas)
* Winning the ICMAP Campaign major contribution
* Winning the TB DOTS Campaign
* NCHD ads published
* Ministry of Health Ads published
* Winning of National Highways & Motorway Police Campaign
* Askari Bank Ads for Different Occasions
* NHA TVC on air & Ads published in newspapers.
* Smile Dental Clinic Ad being published every Sunday Jang Magazine

**P R O F E S S I O N A L P R O J E C T S**

**D O C U M E N T A R I E S**

FFC Documentary, Hair Transplant Institute, Lady Health Worker, NADRA Kiosk, AIOU, NHMP, Mo Health, SZIA International Academy (UAE), Population etc.

**P E R S O N A L**

**Phone Office: +923005337956**

**CNIC No:** 36201-0575194-9

**Current Address:** 128-A, Street 34, F-10/1, Islamabad, Pakistan - 44000

**Q U A L I F I C A T I O N**

**M.A English,** Islamia University Bahawal Pur, Pakistan

**M.A Urdu (Part-1),** NUMLS Islamabad, Pakistan

**Advance Diploma in English (Ling & Lit.),** NUML, Islamabad.

**Graduation (Economics),** Bahauddin Zakariya University, Multan, Pakistan

**COMPUTER COURSES**

Office Automation Course & Advance Internet and Email Knowledge

## TRANSLATION AGENCIES

## (Have worked/working for as freelance translator)

|  |  |
| --- | --- |
| Aalami Language Services, Bradford shire, UK | Urban Translators, Istanbul, Turkey |
| Lingo 24, London, UK | REVIN Legal Trans Services, Dubai, UAE |
| Translation & Designing Services, London, UK | Somya Translators Pvt. Ltd. New Delhi India |
| Prestige Network, UK | Wordsmith, Punjab, India |
| Swiss Solutions | USA Translations |
| Telematic Solutions | Com Translations, UK |
| And many more agencies/check WWAs at my ProZ Profile | |

**R E F E R E N C E S**

|  |  |
| --- | --- |
| **Reference-1**  Rohit Sharma  Project Coordinator  Chandigarh, India  **+91-9041989281**  **IMs:-** Skype: Sharma.chd30, YM: Sharma.chd30.  [dtpexpertsteam@gmail.com](mailto:dtpexpertsteam@gmail.com) | **Reference-2**  Mr. Raheel Hassan  **Translation & Designing Services London**, UK (work for National Health Services, UK) Phone: + Email: [raheelhassan2@yahoo.co.uk](mailto:raheelhassan2@yahoo.co.uk) |
| **Reference-3**  **Mr. Amitt Parikh, Director** **Parikh Info Solutions Pvt. Ltd.** 604, Sai Shrishti Chs., Plot 7, Sector 8, Charkop, Kandivali (W),Mumbai. Tel: +91 022 28682388, Mob: +91 08879661881, Email: [amitt.parikh@gmail.com](mailto:amitt.parikh@gmail.com), [www.ParikhInfoSolutions.com](http://www.ParikhInfoSolutions.com) | **Reference-4**  **Madam Zarqa, London, UK**  Aalami World Languages  T: 01274 771458  Email:[zarqa@aalami.co.uk](mailto:zarqa@aalami.co.uk)  W: [www.aalami.co.uk](http://www.aalami.co.uk) |
| **Reference-9**  Raminder Shah – Business Head [**www.wordsmith.in**](http://www.wordsmith.in)  Email: [raminder.shah@wordsmith.in](mailto:raminder.shah@wordsmith.in) Mobile, **India**: +91-90410-01150 US Line (Office): +1-646-330-5056  Skype: wordsmith.in | **Reference-10**  **Llana Baron**  **Administration Department**  **REVIN Legal Translation Services**, **Dubai**, UAE Operator: 00 971 (0) 6 55 34 133 Fax 00 97 1 (0) 6 55 35 448  Email: [UAErevin@eim.ae](mailto:UAErevin@eim.ae),  [www.revin.ae](http://www.revin.ae/) |