

# Sebghatullah ARIFE

*Translator | Proofreader | Interpreter | Transcriptionist*

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## Summary

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Highly experienced and passionate multilingual translator with over 3 years of expertise in translation and interpretation. Fluent in English, Dari (Eastern Persian), and native in Pashto. Demonstrated proficiency in handling a wide range of projects spanning various domains, including medical, technical, marketing, legal, and education. Possesses a strong linguistic background and is skilled in all stages of the translation process. Recognized for authoring translation manuals and guidelines, ensuring accuracy and consistency.

Diligently proficient in proofreading initial translations to maintain a high standard of quality. Offers additional services such as interpretation, localization, transcription, and voiceover. Committed to professionalism and dedicated to delivering excellent results for clients.

## Work Experience

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**Translator and Reviewer/Proofreader – 11/2020 to now**

**ATR consulting, Kabul**

*Responsibilities:*

- Conducting technical translations from English to Pashto/Dari and vice versa.
- Reviewing, editing, proofreading, and finalizing technical translations, literary documents, medical translations, and legal translations.
- Utilizing various translation methods for written texts, audio files, and live speaking presentations.
- Translating both written and audio content between multiple languages.
- Providing constructive feedback to fellow translators.
- Managing and overseeing translation operations and projects.
- Facilitating capacity building for translators.
- Monitoring the work of reviewers and translators to ensure quality.
- Localizing and globalizing international and local content effectively.

**Remote Medical OPI (Over the Phone) Interpreter – January 2023 to now**

**Culturalink, Georgia, United States**

*Tasks:*

- Facilitated seamless communication between medical professionals and patients over the phone, ensuring accurate interpretation in real-time.
- Demonstrated proficiency in medical terminology, aiding in the precise translation of complex healthcare discussions and diagnoses.
- Provided empathetic and culturally sensitive interpretation, enhancing patient-doctor understanding and rapport.
- Maintained confidentiality and professionalism while interpreting sensitive medical information.
- Adapted quickly to various medical contexts, from consultations to emergency situations, ensuring effective communication in diverse scenarios.
- Collaborated with healthcare professionals to clarify medical jargon, ensuring accurate interpretation and patient comprehension.
- Delivered exceptional customer service, ensuring patients felt heard and understood during medical discussions.
- Stayed updated with medical terminology and industry developments, enhancing interpretation accuracy and quality.
- Managed a high volume of medical interpretation calls, showcasing strong multitasking abilities and efficient time management.
- Acted as a bridge between different cultures and languages, promoting effective communication and understanding in medical settings.

**Technical Translator, 10/2023 – Ongoing**

**Poha Consulting, Kabul**

*Responsibilities:*

- Translation and Localization: Expertly translate technical documents, manuals, specifications, and related materials from source to target language, ensuring precise, clear, and culturally appropriate communication.
- Specialized Terminology Management: Conduct in-depth research and maintain a comprehensive understanding of industry-specific terminology in fields such as engineering, IT, healthcare, and manufacturing. Ensure consistent use of specialized vocabulary in translations.
- Quality Assurance: Conduct meticulous proofreading and editing of translated content to uphold superior quality standards. Review grammar, syntax, punctuation, and formatting to deliver flawless translations.
- Collaborative Approach: Collaborate effectively with subject matter experts, technical teams, and fellow translators to resolve linguistic ambiguities, ensuring accurate translation of complex technical concepts.
- Documentation and Database Management: Establish and maintain a centralized database of translated materials, ensuring version control and easy retrieval. Document translation choices and rationales for future reference and consistency.

- **Effective Communication:** Interface with clients and project managers to understand project requirements, deadlines, and expectations. Provide regular updates on project progress and promptly address client feedback or revisions.
- **Cultural Sensitivity:** Exhibit keen cultural awareness to tailor translations appropriately, ensuring materials resonate with diverse global audiences.
- **Research and Knowledge Enhancement:** Stay updated with industry trends, technological advancements, and new terminology in both source and target languages. Enhance language proficiency and technical expertise through continuous learning and research.
- **Translation Tools Utilization:** Proficiently use computer-assisted translation (CAT) tools and software, such as SDL Trados and memoQ, to enhance productivity, consistency, and quality of translations.
- **Deadline Management:** Efficiently manage multiple translation projects simultaneously, adhering to strict deadlines. Prioritize tasks based on urgency and importance, ensuring timely delivery.
- **Client Feedback Integration:** Actively seek and incorporate feedback from clients and end-users to enhance future translations, ensuring optimal client satisfaction.
- **Confidentiality and Data Security:** Adhere to strict confidentiality and data security protocols, especially when handling sensitive or proprietary technical information.
- **Continuous Professional Development:** Engage in ongoing learning and development initiatives to enhance language skills, cultural understanding, and technical knowledge. Participate in relevant training programs and workshops to stay updated with industry best practices.

Professionally serving as an Interpreter, Translator, Proofreader, Voiceover Artist, Writer, and Customer Care Specialist since July 2019.

Catering to a diverse clientele, including local publications like Taand, Rohi, and Parmakhtag, as well as international clients such as GAIA Localize, NHS Scotland, Linguarum Translation Uk, in a freelance capacity.

Tasks:

- Proficient in interpreting Dari (Eastern Persian) and Pashto during conferences, calls, and meetings, both from and into English, ensuring seamless communication in various contexts.
- Offer comprehensive in-person interpretation services, ensuring effective understanding and communication in diverse settings.
- Translate a wide array of academic and technical documents, including manuals, legal petitions, books, and correspondence, ensuring accuracy and precision.
- Expert in translating and transcribing audio and video materials with attention to detail and accuracy.
- Provide engaging voiceover services for both international and local clients, ensuring clear and compelling content delivery.
- Edit and proofread Pashto content to enhance readability and coherence, ensuring linguistic quality.
- Review and refine English translations to guarantee accuracy and fluency, maintaining the integrity of the original content.
- Translate content from journals and web pages, preserving precision and context in the target language.
- Produce detailed reports summarizing complex information effectively, ensuring clarity and coherence.
- Engage in Pashto content creation, showcasing a deep understanding of language nuances and cultural context.
- Deliver exceptional customer care services, promptly addressing inquiries and ensuring utmost client satisfaction.
- Analyze customer feedback and comments to continuously enhance service quality and improve the overall client experience.

Achievements:

- ❖ Completed translation of more than 300 diverse projects, spanning documents to entire websites, proficiently translating between Pashto, Dari, and English.
- ❖ Successfully proofread and edited over 2000 texts, rectifying content and grammar errors for enhanced clarity and accuracy.
- ❖ Translated a broad spectrum of documents, manuals, and presentations, showcasing versatility in language skills and subject matter expertise.
- ❖ Designed a distinctive quality assurance process, derived from industry best practices, ensuring the highest standards of accuracy and consistency in translations.

**JANUARY 2022– FEBRUARY 2023**

**SENIOR TRANSLATION REVIEWER, Voice of Peace Media Outlet (VoP), Afghanistan**

Tasks:

- Performed meticulous proofreading and comprehensive review of translated media contents, including news articles, reports, documentaries, and subtitles.
- Ensured the accuracy, coherence, and adherence to the target language's linguistic and cultural nuances.

- Conducted thorough linguistic and stylistic analysis to maintain the highest standards of quality and consistency.
- Collaborated closely with translation teams to provide constructive feedback and suggest improvements to enhance the overall translation quality.
- Developed and implemented standardized proofreading and review processes to streamline workflow and maximize efficiency.
- Played a vital role in maintaining the company's reputation for delivering precise and polished translations.
- Stayed updated with industry trends and language developments to adapt to evolving linguistic requirements.

### Achievements:

- ❖ **Elevated translation quality:** Spearheaded meticulous proofreading and comprehensive reviews of translated media content, enhancing accuracy, coherence, and adherence to linguistic and cultural nuances. Resulted in a notable improvement in the overall quality of translations.
- ❖ **Continuous improvement:** Proactively collaborated with translation teams, offering constructive feedback and valuable suggestions. Facilitated a culture of continuous improvement, ensuring a constant enhancement in the translation quality.
- ❖ **Process optimization:** Developed and implemented standardized proofreading and review processes, optimizing workflow and maximizing efficiency. Streamlined operations led to a significant reduction in turnaround time without compromising quality.
- ❖ **Reputation enhancement:** Played a pivotal role in upholding the company's reputation for delivering precise and polished translations. Consistently high-quality output bolstered the organization's standing in the industry and fostered client trust.
- ❖ **Adaptability and innovation:** Stayed abreast of industry trends and language developments, adapting to evolving linguistic requirements. Implemented innovative approaches, aligning translations with contemporary linguistic norms, and ensuring the organization remained at the forefront of the industry.
- ❖ **Team collaboration:** Fostered a collaborative environment within translation teams, encouraging open communication and idea sharing. Strengthened team cohesion, leading to a more harmonious and productive work environment.
- ❖ **Client satisfaction:** Ensured client satisfaction through the delivery of accurate and culturally sensitive translations. Maintained a high level of client trust and loyalty, contributing significantly to the organization's client retention rates.

### **April 2023 – ONGOING**

#### **Technical Translator, BEID Consulting, Kabul, Afghanistan**

##### Tasks:

- ❖ **Translation of Technical Documents:** Translate technical documents, manuals, specifications, and reports from the source language to the target language with accuracy and attention to detail.
- ❖ **Terminology Management:** Manage technical terminology and create glossaries to ensure consistency in translations across projects and maintain industry-specific terminology.
- ❖ **Localization:** Adapt translations to suit the cultural nuances and linguistic conventions of the target audience, ensuring that the content is relevant and easily understood.

- ❖ **Proofreading and Editing:** Review translated documents for grammar, syntax, style, and accuracy, making necessary revisions to enhance clarity and coherence.
- ❖ **Research and Reference:** Conduct research on technical topics to enhance understanding of specialized content and utilize reference materials to maintain accuracy in translations.
- ❖ **Quality Assurance:** Implement quality control measures to verify the integrity of translations, adhere to industry standards, and deliver high-quality output within specified deadlines.

### Skill Highlights

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- ❖ Editorial Review
- ❖ Information Retrieval Abilities
- ❖ Data Verification
- ❖ Linguistic Evaluation
- ❖ Proficiency in Computer-Aided Translation Tools
- ❖ Efficient Task Management
- ❖ Collaborative Aptitude
- ❖ Ability to Manage Multiple Tasks Concurrently
- ❖ Analytical Thinking
- ❖ Interpersonal Proficiency
- ❖ Judicious Decision-Making
- ❖ Effective Time Allocation
- ❖ Cultural Proficiency
- ❖ Innovative Writing
- ❖ Marketing Communication Expertise

### Languages Proficiency

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- ❖ Arabic – A2
- ❖ Urdu – C1
- ❖ Dari – C2
- ❖ English – C2
- ❖ Pashto – C2

### Academic Career

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- ❖ AUGUST 2022 – ONGOING: BSc Computer Science Online learning, **University of London**  
April, 2023 – December 2023: **IBM Data Science Professional Certificate through Coursera**
- ❖ High School, **Abdul Shokoor Reshad High School**, 2021, Kabul, Afghanistan
- ❖ Diploma in Information Technology: IT department – 2016 – 2017, **Capital Degree Collage**, Peshawar
- ❖ Diploma in the English Language: English department – 2017 – 2018, **Muslim English Language Institute**, Kabul
- ❖ January 2015 -- March 2016: Diploma in English Language, **Kabul English Language Center**, Shaheen Town Peshawar, Pakistan

### CAT Tools Availability

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- ❖ SDL Trados 2006, SDL Trados 2007, SDL Trados Studio 2009, SDL Trados Studio 2011,

- ❖ SDL Trados Studio 2014, MemoQ 2015, SDL Trados Studio 2019, SDL Trados 2021
- ❖ Wordfast
- ❖ Across
- ❖ OmegaT
- ❖ DejaVu
- ❖ CafeTran Espresso
- ❖ SmartCAT
- ❖ Xbench
- ❖ MateCat

### Hobbies:

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- Swimming
- Cycling
- Playing Cricket
- Playing Ping-Pong
- Playing Snooker
- Video gaming

### References

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