***Awais Nazir***

Translator, Interpreter and Video Editor

**92-347-4317822,** [awaisnazir139@yahoo.com](mailto:awaisnazir139@yahoo.com)**, Rawalpindi, Pakistan**

 I am a highly motivated, knowledgeable and experienced translator, Subtitle and interpreter, able to work in multiple environments. Fluent in multiple languages with knowledge of cultural and regional variations. Excellent communicator, able to read and write in foreign languages as English. I can travel nationally and internationally for different work projects and assignments. I am truly passionate about pursuing a career in translation and writing and this has urged me to continue my Master’s degree. I bring with me experience in handling projects, dealing with clients and understanding their needs, and I am currently working on a thesis on an Industrial Automation System to reduce human effort and minimize errors. i have 5 years of extensive experience as a Freelance Translator and writer offers an extensive background in all aspects of marketing and marketing management, easily moving from vision and strategy to hands-on implementation

***Languages***

* **English (American)**: :
* **Urdu/Hindi:**
* **Punjabi:**

***Work Experience***

**1.Onehourtranslation.**  
March 2017–Present (4 years)  
Remote

**Key Qualifications & Responsibilities**

* **Worked as Project Manager for 1 year** and before that I Performed various translations and subtitling from Punjabi and Hindi/Urdu into English, including written texts, localization, internationalization and audio files, **Clinical Documents such as (Patient-Reported Outcomes, Quality of life measures, Case report forms, etc.)** and corporate reports.
* Upheld strict confidentiality policy when translating personal and diplomatic materials.
* Provided interpretation and transcription services as needed by corporate clients.

**Key Achievements**

* Successfully translated over 500k words ranging from documents to entire websites.
* **Interpret from English to Urdu and Punjabi for COVID patients for about 4 months and still working**

**2. Gengo**   
December2018–Present

Remote

**Key Qualifications & Responsibilities**

* Completed an array of services bring English-language material to the Punjabi and Hindi/Urdu market, including translation and interpretation.

**Key Achievements**

* Successfully translated over 12k words ranging from documents to entire websites.

**3. Universaltranslation, translated.**

March2019–Present

Remote

**Key Qualifications & Responsibilities**

* Translated into various document formats (certificates, Facebook comments, book excerpts) / and Reviewed final works to spot and correct errors in punctuation, grammar and translation.
* Used translation memory software, including SDLtrados and Wordfast translate, to verify consistency of translation within documents and improve efficiency.
* Tracked hours and expenses for each project, detailing each action and charge. Successfully met deadlines and managed high volumes of work.
* Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.

***Education***

**Mirpur University of Science and Technology (MUST)**, (2017-2021)

Azad Jammu And Kashmir

Masters , *Course Work Completed, Thesis in Progress*

**Mirpur University of Science and Technology (MUST) (2007-2012)**

Azad Jammu And Kashmir

Graduation ,2012

***Key Skills***

* Excellent Verbal, Nonverbal, and Written Communication
* Cultural Awareness & Intelligence
* Time Management & Multitasking
* Analysis & Research
* Self-Management & Self-Motivation
* Creative Writing Skills
* Copywriting & Copyediting

***Software's***

* Subtitle edit
* SDL trados
* Microsoft office
* Microsoft excel

***Memberships***

* Translators Without Borders (TWB)
* ALIA

**Rates**

* My rate for translation is $0.03 per word
* My rate for editing is $0.01 per word
* i usually get paid through Payoneer or through online bank transfer
* I can translate 3000 words per day
* My specific field is Engineering, medical and legal