

# Fatima Kubra

## Translator & Transcriber

Islamabad, Pakistan

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### SUMMARY

Professional Translator and Interpreter with strong communication skills and proven expertise across diverse translation projects, including medical, legal, literary, media, and Islamic content. Fluent in Persian, Urdu, English, and Punjabi, with a deep cultural understanding that ensures accurate, context-sensitive, and meaningful translations.

Seeking a challenging position where I can leverage my multilingual proficiency and extensive experience to facilitate effective cross-cultural communication, bridge linguistic gaps, and contribute to organizational success. Committed to delivering high-quality work and willing to take on additional responsibilities to support team objectives and achieve shared goals.

### SKILLS

- Audiovisual Software & Tools
- Natural Language Processing
- Copywriter
- Strong Computer Skills
- Administrative Assistance
- Analytical Skills
- Social Media Manager
- CAT Tools

### LANGUAGES

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|-----------|----------------------|
| ✓ Urdu    | Native or Bilingual  |
| ✓ Persian | Native or Bilingual  |
| ✓ English | Professional Working |
| ✓ Dari    | Professional Working |
| ✓ Arabic  | Elementary           |
| ✓ Punjabi | Limited Warring      |

### EDUCATION

#### Graduation (Grade B)

#### National University of Modern Languages-Islamabad

Bachelor Of Linguistic Translation & Interpretation (**Persian & English**)

#### Specialized in Translation and Interpretation

2019-2023

During my study tenure I learned the natural way of learning the languages and technical skills related to my studies and which I am using in my professional life. I also translated an English novel "The Little Old Toymaker and other stories" written by ENID BLYTON.

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## PERSONAL PROJECTS

- Pakistani Dramas Translation and Transcription at PTV Headquarters Islamabad
- English Novel Translation to Persian (Boys Don't Cry Translation Project)
- Translated Allama Iqbal letters from Urdu to Persian

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## EXPERIENCE

### Senior Instructor (English & Persian)

2026 – Current

National University of Modern Languages (NUML), Islamabad, Pakistan

- Deliver advanced instruction in English and Persian.
- Design course materials and assessments.
- Mentor students in translation and linguistics.

### Academic Language Educator (English)

2024 – 2025

Nurture International School & College, Islamabad, Pakistan

- Implemented curriculum-based instruction.
- Fostered strong language proficiency.

### Persian & Urdu Media Translator

2023 – 2024

Allama Iqbal Foundation, Tehran, Iran

- Translated media content with cultural accuracy.
- Ensured clarity, consistency, and contextual precision.

### English Language Instructor

2023 – 2024

Imperial International School & Colleges, Islamabad, Pakistan

- Provided personalized English instruction.
- Strengthened grammar and communication skills.

### Book Translator – *Little Toymaker and Other Stories*

2022 – 2023

National University of Modern Languages (NUML), Islamabad, Pakistan

- Translated literary content with stylistic accuracy.
  - Edited and proofread for publication quality.
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**Drama Transcription Specialist****2021 – 2022**

PTV Headquarters, Islamabad, Pakistan

- Transcribed drama scripts with high accuracy.
- Maintained dialogue clarity and formatting standards.

**Language Instructor (English Studies)****2021 – 2022**

Oxbridge Islamic Grammar School, Islamabad, Pakistan

- Delivered structured English lessons.
- Improved students' writing and analytical skills.