FATIMA GUL

Islamabad, Pakistan

EXPERT TRANSLATOR / PROOFREADER / CONTENT STRATEGIST / VIRTUAL ASSISTANT

03435237939 | aatigul90@gmail.com | https://shorturl.at/ZIoNW

SUMMARY

Highly skilled and detail oriented professional with extensive expertise in translation, proofreading, research writing, and digital content creation, graphic design. Proven ability to deliver culturally accurate, **SEO** optimized, and polished content across multiple languages and formats. Adept at managing complex projects, exceeding client expectations, and maintaining a **100%** satisfaction rate through precision, creativity, and timely delivery. Seeking to leverage linguistic excellence and strategic communication skills in a senior level role.

EXPERIENCE

Freelance Translator, Proofreader & Research Writer │ Remote
2020 – Present

- Translated and localized 200+ documents, articles, and business materials from English to Urdu with 99% client satisfaction.
- Proofread and edited 150+ academic papers, blog posts, and marketing copies, ensuring flawless grammar and coherence.
- Authored 100+ SEO-optimized articles resulting in a 40% average increase in organic traffic for clients.
- Maintained a 5-star rating on Fiverr with 100+ completed projects delivered ahead of deadlines.

Freelance Graphic Designer & Virtual Assistant │ Remote
2019 – 2022

- Created logos, brochures, and social media graphics for 50+ clients using Adobe Creative Suite.
- Provided administrative support including email management, scheduling, CRM updates, and lead generation.

Online Tutor – Islamic Studies & Quran │ Remote
2018 – Present

- Delivered personalized lessons in English and Urdu to international students using interactive and visual teaching methods.
- Designed structured lesson plans improving student comprehension and retention by over 60%.

EDUCATION

Bachelor of Science Zology
2017 - 2019

University of Punjab, Lahore

CORE COMPETENCIES

- Proofreading & Editing │ Academic │ Business │ Digital Content
- SEO Content Creation │ Blogs │ Articles │ Social Media │ Product Descriptions
- Research & Writing │ Analytical │ Structured │ Citation-Compliant
- Virtual Assistance │ CRM │ Scheduling │ Lead Generation │ Client Support
- Graphic Design │ Adobe Illustrator & Photoshop │ Marketing Materials
- Tools & Platforms │ Google Workspace │ Slack │ Zoom │ MS Office

CERTIFICATION

- Google Prompting Essentials
- Digital Leadership in Business
- Virtual Assistant Training & Business Setup
- Graphic Design (Print Media)
- Computer Applications & Basic Graphic Design

REFERENCES

- References will be provided upon request