

FATIMA GUL
Rawalpindi 46000
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OBJECTIVE

Detail-oriented and adaptable professional with proven experience in translation, proofreading, and research writing, consistently delivering high-quality, polished content. Eager to leverage linguistic precision and creative skills to produce compelling and culturally resonant content, with a track record of successfully managing multiple projects and exceeding client expectations.

EXPERIENCE

✓ Freelance Translator, Proofreader & Research Writer

- Translated and localized a variety of documents, including articles and business content, from English to Urdu, ensuring accuracy and cultural nuance.
- Proofread and edited diverse content, such as academic papers, blog posts, and product descriptions, to ensure clarity, professionalism, and grammatical accuracy.
- Authored SEO-friendly content that enhanced engagement and visibility for websites and social media platforms.
- Maintained a 5-star rating on Fiverr by consistently delivering high-quality projects on time and exceeding client expectations.

Other Experience

✓ Online Tutoring (Islamic Studies and Quran Teaching)

- Taught the Qur'an and Islamic Studies in both English and Urdu to students from various countries.
- Developed customized lesson plans using visual aids and interactive methods to facilitate understanding.

✓ Freelance Graphic Designer & Remote Assistant

- Designed marketing materials, including logos, brochures, ad banners, and social media graphics.

- Provided virtual assistance to clients, including customer service, email support, lead generation, and scheduling.
 - Quickly adapted to and utilized digital tools such as Zoom, Google Workspace, CRM dashboards, and Slack.
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EDUCATION

✓ UNIVERSITY OF PUNJAB

Bachelor of Science

✓ TRAINING & Certification

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

- **Linguistic & Writing Skills:** English/Urdu Translation, Proofreading, Research Writing, SEO Content Creation, Content Editing.
 - **Software & Tools:** Adobe Illustrator, Adobe Photoshop, Google Workspace, Microsoft Office, Slack.
 - **Other Relevant Skills:** Social Media Graphics, Visual Storytelling & Layout, Virtual Assistance, Administrative Support.
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INTERESTS

- Reading
 - Internet Surfing
 - Writing
 - Design
 - Client Communication
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LANGUAGES

- Urdu

- English
- Punjabi