

[ MOHAMMED RAZAN UDDIN KHAN ]

[CHARMINAR]

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#### Objective:

Highly motivated and skilled writer and translator seeking to leverage my proficiency in English to create compelling content and deliver accurate translations. I aim to contribute my creativity and passion for continuous learning to a dynamic team that values quality and innovation.

#### Education:

Bachelor of Science

[Osmania university], [Hyderabad, Telangana]

#### Skills:

- Proficient in written and spoken English
- Strong creative writing skills
- Comprehensive knowledge of translation techniques and principles
- Familiarity with various writing styles and formats
- Effective time management and organizational abilities
- Strong attention to detail and accuracy
- Open to feedback and committed to continuous improvement

#### Professional Experience:

Freelance Writer and Translator

- Collaborated with clients to understand their content needs and objectives.
- Produced high-quality articles, blog posts, and website content on a variety of topics.
- Conducted in-depth research to ensure accuracy and relevance of information.
- Translated documents, texts, and other materials from [Source Language] to English and vice versa.
- Maintained consistent communication with clients to deliver projects on time and within specifications.
- Implemented feedback to enhance the overall quality of the writing and translation services.

- Reviewed and edited written content to ensure clarity, coherence, and adherence to style guidelines.
- Collaborated with writers to provide constructive feedback and improve content quality.
- Managed content publication schedules and ensured timely delivery of articles and posts.
- Conducted keyword research and optimized content for search engine visibility.
- Assisted in developing and executing content marketing strategies.
- Assisted students in improving their speaking, listening, reading, and writing skills.
- Conducted periodic assessments to track progress and identify areas for improvement.

#### Volunteer Experience:

[Fresher]

- Contributed as a volunteer writer and translator for charitable initiatives.
- Assisted in creating multilingual content to reach diverse audiences.
- Supported the organization's communication efforts by translating newsletters, flyers, and website content.

#### References:

Available upon request.