



Rahimullah Najimi

rahimullahnajimi@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the position of Linguist at your organization. I have a master's degree in Economics and Finance from International Islamic University Islamabad and extensive experience as a freelance linguist and a medical interpreter. I believe that my skills, education and background make me a strong candidate for this role.

As a freelance linguist since late 2016, I have provided translation, transcription and interpretation services for various clients in different fields and languages. I have worked on projects related to business, finance, education, health, law and more. I have also worked as a medical interpreter since early 2022, facilitating communication between patients and health care providers in various settings. I have been working in this capacity ever since.

I have a keen interest in languages and cultures and a passion for learning new things. I am proficient in English, Urdu, Pashto, Dari, and I have a working knowledge of Persian and Arabic. I am also familiar with various tools and software used in the linguistic industry, such as CAT tools, transcription software and audio/video editing programs.

I would love to join your organization and contribute to its mission and vision. I am ready to take on any challenges and opportunities that come my way. I am eager to learn from your experienced team and apply my knowledge and skills in a practical way.

Thank you for your consideration of my application. I look forward to hearing from you soon.

Sincerely,

Rahimullah Najimi



# Rahimullah Najimi

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## Profile

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I am a MS Economics and Finance graduate with a passion for solving complex problems and delivering value to clients. I have over six years of experience as a freelance linguist and a medical interpreter, working with diverse populations and cultures. I am fluent in English, Pashto and Dari, and proficient in Microsoft Office Suite (365). I have strong logic, organizational and attention to detail skills, as well as a high level of work ethic and professionalism.

## Summary of Qualifications and Skills

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- Experience as a freelance linguist since late 2016 and as a medical interpreter since early 2022
- Fluency in Pashto, Dari, English and Urdu languages and working knowledge of Arabic language
- Strong communication, Interpretation and strong teamwork skills, planning, organizing, critical thinking, commitment, and energy to exercise judgment in setting priorities
- Master of Economics and Finance degree from (IIUI)
- Strong research and analysis skills and ability to use data analysis and research softwares such as SPSS, E-views, N-Vivo, Stata, and OxMetrics5.
- Attended numerous field related online courses in Lynda.com such as (Statistics foundations I-II-III, Business Statistics, Excel 2016, PowerPoint and Up running with Office 2016)
- Good working knowledge of Islamic Banking and Financial systems

## Education

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Dates	Qualification/Degrees obtained	Institute /Location
09-2016 to 6-2018	MS in Economics and Finance	International Islamic University Islamabad (IIUI)/Pakistan
09-2012 to 06-2016	BS in Economics with specialization in Finance	International Islamic University Islamabad (IIUI)/Pakistan
03/2009 to 11/2011	High School certificate	Qala-e-Kashif High School/ Kabul Afghanistan

## Courses, Certifications and Trainings

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June/2022 to July/2022

**Future Group**

40 hours of practical Medical Interpretation Training

2022

**360 Interpreters Academy**

16192 Coastal Highway, Lewes DE, 19958

40 hours of practical Medical Interpretation Training

<b>From 03/2014 to 06/2014</b>	<b>IIUI</b> Islamabad, Pakistan English Language Course Advanced Level
<b>From 10/2013 to 01/2014</b>	<b>IIUI</b> Islamabad, Pakistan English Language Course Intermediate Level
<b>From 02/2013 to 05/2013</b>	<b>IIUI</b> Islamabad, Pakistan English Language Course Entry Level
<b>In 2015</b>	<b>IIUI</b> Islamabad, Pakistan (IPD) Institute of Professional Development Workshop on Mixed Methods Research Using SPSS & N-Vivo
<b>From 09/2013 to 02/2014</b>	<b>IIUI</b> Islamabad, Pakistan Advanced Diploma in Arabic Language
<b>From 03/2013 to 06/2013</b>	<b>IIUI</b> Islamabad, Pakistan Diploma in Arabic Language
<b>From 12/2012 to 03/2013</b>	<b>IIUI</b> Islamabad, Pakistan Certificate in Arabic Language
<b>From 12/2010 to 06/2012</b>	<b>Kardan University</b> Kabul, Afghanistan Diploma in English Language
<b>From 3/2010 to 09/2010</b>	<b>Azraksh Institute</b> Kabul, Afghanistan Certificate in English Language
<b>In 2009</b>	<b>Muslim English Language Institute</b> Kabul, Afghanistan Base-II in English Language

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### **Computer and Other Skills**

- Strong computer skills: Microsoft Office Specialist (MOS Word & PowerPoint)
- MS-Office package (2019), Internet use and Econometrics software
- Electricity skills: Practical experience in wiring and repairing eclectic equipment.
- Quick learner and able to work under pressure.



## Experience

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### **From April/2022 to Present      On Demand Remote Financial and Medical Interpreter**

360 Smart Lingo Coastal Highway Lewes, Delaware, US

#### **Duties and Responsibilities**

- Providing effective video or telephonic remote interpretation and performing medical interpreter duties as needed. Serving as the communication tool between Limited English Proficient patients, medical providers and staff
- Maintaining confidentiality of patients and their medical information at all times
- Attending and participating in in-service training programs and other activities geared towards medical interpreters
- Assisting in conference calls whenever necessary to communicate with Limited English Proficient patients via telephone
- Adhering to all policies and procedures, including professional interpretation protocols and industry-specific best practices

### **From Sep/2022 to Present      Over the Phone/VRI Interpreter**

Future Group

#### **Duties and Responsibilities**

- Providing effective and accurate consecutive interpretation services in the Dari and Pashto language and English over the phone or video platform.
- Answering inbound calls or requests in a timely and professional manner.
- Providing superior customer service and cultural sensitivity to clients and consumers.
- Adhering to the code of ethics and professional standards of the interpreting profession.
- Demonstrating fluency and knowledge of the target language and English and the associated cultural dynamics.
- Working from a home office or a quiet environment with reliable internet or phone connection.

### **From April/2020 to Feb/2022      Data Entry Coordinator**

Tamim Wardak Digital Printing and Online Services

#### **Duties and Responsibilities**

- Maintaining time and attendance records.
- Utilizing Excel to enter and store all customers data.
- Preparing, Compiling, and Sorting documents for data entry
- Maintaining data on storage devices such as servers, flash drives, and other external devices.
- Assisting staff with data entry and verifying data and correct data where necessary
- Storing completed documents in designated locations
- Ensuring the proper sorting and organizing of physical forms for data entry
- Taking extra security precautions when handling personally identifiable data.
- Other related duties

## **Main Courses Studied**

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- International Economics
- Development Economics
- Micro and Macroeconomics
- Financial Accounting
- Econometrics, Stats and Maths
- Cost Accounting and Corporate Finance
- Financial Statements Analysis
- Computing Packages for Finance
- Research Methods for Economics and Finance

## **References**

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**Available at request**