



Resume

Name: ZAHEER ABDUL HAKEEM

Sex: Male

Date of Birth: 06/12/1973 (Sixth December Nineteen Seventy Three)

Nationality: Indian

Address: Hill View Villa
Elakamon P.O.
Ayroor, Varkala
Trivandrum, India
Pin: 695 310

Phone No: (Mob). 9895483036

Email: zaheer_10@yahoo.com
zaheer.hakeem@gmail.com
zahah@mail.com

Qualifications:

Course	Institute/Board/University	Year of Completion/Passing
Diploma In Computer Hardware	C.G. Institute Of Hardware. Training; Bangalore.	1995
B Com Degree	University Of Calicut.	1998
Diploma In Computer Applications (D.C.A.) and Multilingual D.T.P	Min. Of H.R.D. Govt. Of India (N.C.P.U.L) & D.O.E.A.C.C. Centre. New Delhi.	2004

Work Experience:

1. Freelance Translator and Transcriber.

Crescendo Transcription Pvt Ltd
Address: T-20, STPI, MIDC, opp. Garware Stadium,
Beside MSEB Sub Station,
MIDC Industrial Area, Chilkalthana,
Chhatrapati Sambhajnagar,
Maharashtra 431001
Phone: 093252 01744

Job Profile: Primarily involves translating and transcribing audio recordings of discussions/surveys conducted by Market Research Companies, pan India, into word documents to the prescribed format.

Languages handled: Hindi, English, and Malayalam. (Transcribed in English)

Nature of job: Freelance, Part time.

Job Location: Remote.

Duration: April 2025 to present.

2. Quality Controller, Medical Transcription.

Digitaware Techno Ventures Pvt Ltd
Fourth Floor, Padmanabham

Technopark Campus
Thiruvananthapuram, Kerala
Pin: 695581
Ph: 0471 2998414

Nature of Job: Full Time
Job Location: Remote
Duration: September 2023 to January 2024

3. Quality Controller, Medical Transcription:

SeaView Support Systems
Padmanabham'
Technopark, Thiruvananthapuram
India.
Pin: 695 581
Ph: 0471 2527528

Job Location: In-house, Thiruvananthapuram, Kerala.
Duration: June 2011 to August 2023

4. Editor, Business/General Transcription:

Job Profile: Primary job involved Transcribing and Proof Reading audio recordings of Teleconferences held by select companies in the US into MS Word documents. Also done Legal Transcription, General Transcription and Medical Research Transcription on a regular basis.

SeaView Support Systems Pvt. Ltd.
Padmanabham, Technopark
Kerala, India.

Duration: December 2007 to May 2011.

Languages Known: English; Hindi, Malayalam and Marathi.

Interests & Hobbies: Gardening and Agriculture.