

# TAUSIF KHAN

## TRANSCRIBER

I AM A PROFESSIONAL TRANSCRIBER WITH 8 YEARS OF EXPERIENCE IN DIFFERENT DOMAINS LIKE GENERAL, MEDICAL, LEGAL, TECHNICAL. PROVEN ABILITY TO TRANSFORM AUDIOS AND VIDEOS INTO MEANINGFUL WORD FORMATS.



## WORK EXPERIENCE

- CRESCENDO TRANSCRIPTIONS / JUNE 2013 - MARCH 2020

### TRANSCRIBER

CONVERTING AUDIOS, VIDEOS AND RECORDINGS IN WELL FRAMED SENTENCES.

- KUMPENNY SOLUTIONS / DECEMBER 2018 - DECEMBER 2021

### TRANSCRIBER

CONVERTING AUDIOS, VIDEOS AND RECORDINGS IN WELL FRAMED SENTENCES

## SKILLS

- ⚡ TRANSCRIPTION
- ⚡ SUBTITLE
- ⚡ ANNOTATION
- ⚡ INTERPRETER
- ⚡ COMMUNICATION
- ⚡ SENTENCE FRAMING

## CONTACT

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- ✉ tomohdtausif@gmail.com
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## EDUCATION

ST.LAWRENCE HIGH SCHOOL  
SSC IN MARCH 2008

SHRI NIWAS BAGARKA COLLEGE  
HSC IN FEBRUARY 2010



## TO WHOM IT MAY CONCERN

Date: 24<sup>th</sup> December 2021

This is to certify that, Mr. Tausif Iqbal Khan is working at Kumpenny Solutions as "Freelance Transcriber" for last three years.

During this period, his services were found to be satisfactory in carrying out the job duties.

Work Responsibilities - were to:

- 1) Transcribe the provided video/ audio matter into readable fonts with maximum accuracy.
- 2) Deliver the project on the given time period.

We wish him all the best in his future.

Thanking You



A handwritten signature in blue ink, appearing to read 'Tausif Iqbal Khan'.



**Crescendo Transcription Pvt. Ltd.**

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Maharashtra. INDIA.  
Cell: 9158437931.  
E-mail: hr@crescendotranscriptions.com,  
Website: www.crescendotranscriptions.com

Date: 19th Jan - 2022

## **Experience Letter**

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To whomsoever this may concern this is to certify that **Mr. Tausif Khan** worked with us as a “**Freelance Transcriber**” from **20th June 2013 to 24th March 2020**. We found him to be excellent with his work and a person who always adhered to the set Time-lines and Quality.

We wish him the best in all future endeavors he takes up in life.

This certificate is being issued upon the request of the applicant.

For Crescendo Transcription Pvt Ltd

Dheeraj Kumar Shinde  
HR Manager