

Resume

Majeedullah Qarar (MA.Arabic Language)

qararander@gmail.com
majeed.qarar@acsa.org.af
+93(0)707 45 93 89

This Cv is also available on: (<http://www.shaerana.net/myweb/resume/resume.htm>)

Objective	Utilizing and Developing my skills, knowledge and Experience in a way that is beneficial, helpful and respectful to others.
Brief Intro	Expert in Pashto Linguistics, literature and Localization , Expert in Arabic Linguistics , Expert in Pashto and Dari/Farsi translation , Good knowledge of English Grammar and Language , Facility in Media Planning & Strategies , Policy drafting, event management and familiarity with local Media Channels .
Strengths	<p>I am one of few the Top Pashto Translators in Afghanistan with an average speed of (8) pages quality translation per working day.</p> <p>Other strengths</p> <ul style="list-style-type: none">• Strong negotiation and communication skills• Facility in Drafting policies, strategies and implementation structures.• Command on language vocabulary and structure utilization
Work Experience	<p>Project Manager Microsoft Software Localization Project <u>March. 2007, Afghanistan Localization Program-ACSA (Microsoft WindowXP & OfficeXP Interface Translation Project) (Tel.+93(0)202103919)</u></p> <ul style="list-style-type: none">▪ Preparing action and work plans▪ Organizing work-team schedules and HR deals▪ Ensuring the achievement of all project deadlines▪ Ensuring the maintenance of proper working environment for the staff by solving staff issues and providing them will their work requirements.▪ Measurement of assignments and tasks, and assigning proper and flexible deadlines.▪ Follow up of the assigned tasks.▪ Ensuring work quality through the evaluation of results, and assuming employee's self-evaluating method▪ Preparing program progress reports <p>Project Manager Microsoft Pashto Lexicon Development <u>Jan.2007, AFghanistan Localization Program-ACSA (Microsoft WindowXP & OfficeXP Interface Translation Project) (Tel.+93(0)202103919)</u></p> <p><u>April, 2005, Jan.07 Afghanistan Localization Program-ACSA, (Microsoft WindowXP & OfficeXP Interface Translation Project) (Tel.+93(0)202103919)</u></p> <p>Senior Linguistic Researcher</p> <ul style="list-style-type: none">▪ Developing Pashto lexicon for the Spellchecker tool of Microsoft products.▪ Developing and amending Computer glossaries.▪ Providing linguistic solutions for translators.▪ Mediating between the linguists and computational experts for establishing bilateral contribution for the development of computer software.▪ Conducting indoor/outdoor researches on linguistic topics/issues coming across the localization work.▪ Revising translation projects.▪ Revision and checking of proposed glossaries for ensuring its compliance with the Neologism and grammatical rules.▪ Communicate with partners (Microsoft, Afghan Academy of Sciences, University of Kabul...) on different academic and official issue.▪ Developing translation guidance materials (Style-guides and training materials)

- Research on Afghan software Locale, Characterset, and Lexicon.
- Developing Pashto lexicon-graphical templates, and lexicon rules.

February 2005 April, 2005, Afghanistan Stabilisation Programme (070276861)

Media & Public Relation Officer:

- Prepared Complete Media Strategy For the Organization
- Prepare Video Documentaries and Audiovisual ads
- Prepare Brochures and Manuals.
- Issue Media release of Program events and activities
- Write articles to the local news papers and Magazines about the program vision and objectives.
- Lead fundraising media campaign for the program.

Dec – Nov 2005 Afghanistan Localization Program (Microsoft Computational Glossary Translation Project) (Tel.+93-0202103919)

Linguistics Researcher : (Part Time)

- Conducting researches on the grammatical issues comes across the linguistic works of the project
- Revise and check the recommended word glossaries for the full compliance and consistency with the Neological and grammatical rules
- Search dictionaries for appropriate word matches and thesauruses to provide more and more optional words and alternatives before assigning correct matching words.
- Help the senior linguistics in understanding technical terms and explaining the computer technical terminologies for the senior officer

Aug 2004, February 2005 Afghanistan Stabilization Programme (Tel. 2103690 020)

Senior Translator (English, Dari & Pashto)

- Translating From/to Pashto, Dari, English languages
- Interpret between Pashto, Dari and English Languages
- Preparing the Dari and Pashto versions of the contract reports of the employees
- Preparing bidding offers in Pashto and Dari languages
- Giving verbal Explanation to the employees and contractors about the terms and the conditions of their contracts
- Checking the reports and documents prepared by the employees for the linguistic mistakes and amendments needed.

March 2007-till now

Sub-Chief Editor Afghanistan Times (Part time)

Editing news reports
 Preparing news reports
 Translating news stories
 Writing articles for the news paper
 Translating articles for the news paper
 Final revision of the papers before

Freelance Translator

March 2004- till now

Has been: **providing translation services** for different organizations (USAID Contractors; ARD/ALGAP, UN, ASP, Private Companies...etc .

Have Translated around **200,000 Words** Workshop and other training materials and reports for the Provincial Councils and Afghanistan Local Governance Assistance Project_Documents available upon request.

Sub-Chief Editor Afghanistan Times

March 2007-till now

<p>Volunteer Experience</p>	<p><u>April 2000-until now</u> <u>Afghan Computer Science Association. Islamabad</u> Language Amender</p> <ul style="list-style-type: none"> ⊕ Translating English IT related articles in to Pashto and Dari languages for publishing in the magazine. ⊕ Editing the Pashto and Persian language text of the magazines. ⊕ Correcting the grammatical errors in magazines text ⊕ Deciding of articles inclusion and exclusion in magazines ⊕ Communicating with the writers and members of the magazines ⊕ Giving ideas about magazine design and compose ⊕ Editing the "Information &Technologies" section of the Magazine ⊕ <p><u>1997-1999</u> <u>Afghan Adabi Anjuman</u> <u>Peshawar</u> Coordinator</p> <ul style="list-style-type: none"> ⊕ Conducting weekly meetings and providing weekly programs for the meetings. ⊕ Preparing weekly reports on weekly meeting, seminars and programs ⊕ Participate in the meeting discussions, debates and literary works ⊕ Preparing conferences and workshops for the Anjuman
<p>Education</p>	<p><u>Jan 2002-Jan2003</u> <u>International Islamic University – Islamabad</u> Master of Arabic Literature History of Arabic Literature, Arabic Philosophy, Arabic Schools of thoughts, Arabic Grammar, Language Phonetics..etc</p> <p><u>1996-2001</u> <u>Faculty of Arabic Literature</u> <u>Peshawar</u> Bachelor (Hons) of Arabic literature English Language, Manners in Philosophy, Islamic History, Teaching methods, linguistics, Translation Methodology, Research Methods, Logics, Literary Criticism, Social Criticism, Student Psychology, Ancient and Contemporary Arabic Poetry...etc</p> <p><u>1995</u> <u>IRC Experimental Lycee of Science Peshawar</u> Baccalaureate 12th grade major in science and arts</p> <p><u>2001</u> <u>Super Tech Institute of Computer Science Islamabad</u> Diploma in Information Technology Microsoft Office 2000 Front page, HTML, DHTML, Web Designing Windows installation and troubleshooting Adobe Photoshop, Corel Draw other designing packages Basic of Visual Basic, C++ and data structure Basics of Computer Networks</p>
<p>Workshops & Trainings Attained</p>	<p>Provided by:</p> <p>Think Model Training Company/Association:</p> <ul style="list-style-type: none"> - Workshop on Leadership by Communication - Workshop on Communication Skills - Workshop on Conflict Management - Workshop on Event Management - Workshop on Participatory Event Facilitation <p>Friedrich Ebert Stiftung/Association (Pakistan):</p> <ul style="list-style-type: none"> - International Summer Course on Millennium Development Goals and Globalization

South Asian Pan Localization Team:

- Workshop on Natural Language Processing in Computer

Friedrich Ebert Stiftung/Association (Afghanistan):

- Regional Workshop on Globalization

Ministry of Communication- Kabul, Afghanistan

- One month Training on Rhetoric & Stage announcing

(Note: all certificates are available)

Computer Skills

Ms Office Tools; Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft FrontPage, Working in Microsoft Visio, Microsoft Publisher, **Basic Web development and designing;** Microsoft Expression Web Designer, Adobe Photoshop, Corel Draw
Computer hardware and software installation & troubleshooting
Outstanding Speed in English, Pashto, Dari and Arabic typing and composing
Understanding Internet Searching methods,
Basic Networks troubleshooting

Patents & Publications

- Author of Pashto lexicon for Microsoft tools, with the basic entries of 36,000 base words, stems, and inflections.
- 100 page thesis on **“Relation between poetry & morality”**.
- (40) Page pamphlet on **“Concept of Jesus in Islam”**.
- **Poetry collection of 190 poems** is ready to be published. A number of these poems are standardized by Criticism Committee of Afghan Adabi Baheer & Afghan Anjuman.
- Have Developed ***Translation Style Guide*** for the Microsoft Windows & Office Interface Localization Project.
- Have written numerous articles on social, literal and political issues which had been published in newspaper and magazine.
- **Routine translation of** English and Arabic articles for different magazines, websites and newspapers.
- **Administering and Preparing contents for a personal poetry website:** (<http://www.shaerana.net>)

Major Translated works:

[Islam and Gender Justice \(An Article on Gender Justice\)](#)

[Teacher's Guide-book for Using Hoopoe Book Series \(a series of stories for Children\)](#)

[Complete Set of Materials; Handouts, booklets, Charts, Diagrams, and notes for Basic Administration Skills Workshops organized by Afghanistan Local Governance Assistance Project \(ALGAP\)](#)

[Complete Set of Materials; Handouts, booklets, Charts, Diagrams, and notes for Meeting Management Workshop organized by Afghanistan Local Governance Assistance Project \(ALGAP\)](#)

[Complete Set of Materials; Handouts, booklets, Charts, Diagrams, and notes for the Action Planning Workshop organized by Afghanistan's Local Governance Assistance Project \(ALGAP\)](#)

[Complete Set of Materials; Handouts, booklets, Charts, Diagrams, and notes for the Provincial Level Budgeting Workshop organized by Afghanistan's Local Governance Assistance Project \(ALGAP\)-Pashto and Dari \(24172 Words\)](#)

Activities & Involvement

- Internet online community discussions, online participation in social and cultural activities and issues
- Managing and Developing contents for the a poetry website
- Regular participant of Afghan Adabi Baheer's weekly conduct
- Writing of stories, articles and essays

	<ul style="list-style-type: none"> • Participating in cultural, social and academic gatherings • Follow up with others cultural, social and academic associations • Meetings with academicians, social personalities and scholars • Media, and broad relations with Media-men and organizations 																																				
Memberships	<ul style="list-style-type: none"> ✦ Member of the organizing committee and Provincial Network Coordinator of Youth Employment Summit -Country Network Afghanistan. ✦ Member of Young Leaders Forum (YLF) Kabul-Afghanistan ✦ Member of Afghan Adabi Baheer (an afghan cultural society) ✦ Member of Lawang Cultural Society- Ghazni ✦ Member of Afghan Computer Science Association (ACSA) 																																				
Languages	<table border="1"> <thead> <tr> <th>Language</th> <th>Reading</th> <th>Writing</th> <th>Speaking</th> <th>Translation To</th> <th>Listening</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>Excellent</td> <td>Excellent</td> <td>V.good</td> <td>Excellent</td> <td>V.good</td> </tr> <tr> <td>Persian</td> <td>Excellent</td> <td>Excellent</td> <td>Excellent</td> <td>Excellent</td> <td>Excellent</td> </tr> <tr> <td>Pashto</td> <td>Excellent</td> <td>Excellent</td> <td>Excellent</td> <td>Excellent</td> <td>Excellent</td> </tr> <tr> <td>Urdu</td> <td>Good</td> <td>Fair</td> <td>Good</td> <td>poor</td> <td>V. Good</td> </tr> <tr> <td>Arabic</td> <td>Excellent</td> <td>Excellent</td> <td>Excellent</td> <td>V.good</td> <td>Excellent</td> </tr> </tbody> </table> <p>Note: The assigned levels of language knowledge (Good, V. Good, excellent...) in this table are relative and comparative to the common level of English knowledge in Afghanistan.</p>	Language	Reading	Writing	Speaking	Translation To	Listening	English	Excellent	Excellent	V.good	Excellent	V.good	Persian	Excellent	Excellent	Excellent	Excellent	Excellent	Pashto	Excellent	Excellent	Excellent	Excellent	Excellent	Urdu	Good	Fair	Good	poor	V. Good	Arabic	Excellent	Excellent	Excellent	V.good	Excellent
Language	Reading	Writing	Speaking	Translation To	Listening																																
English	Excellent	Excellent	V.good	Excellent	V.good																																
Persian	Excellent	Excellent	Excellent	Excellent	Excellent																																
Pashto	Excellent	Excellent	Excellent	Excellent	Excellent																																
Urdu	Good	Fair	Good	poor	V. Good																																
Arabic	Excellent	Excellent	Excellent	V.good	Excellent																																
Accreditations	<p>1995 IRC English Language Program Peshawar Advance Level Certificate in English</p> <p>Jul-2002 International Islamic University Islamabad Proficiency Certificate in English Language</p> <p>2002 International Islamic University Islamabad Certificate of Merit</p> <p>Jul-2002 International Islamic University Islamabad Proficiency Certificate in Arabic Language</p>																																				
Hobbies	<p>Keeping personal library stacks on various topics</p> <p>Reading newspaper, magazines and novels</p> <p>Practicing Martial Arts, football and chess.</p> <p>Meeting with students, scholars and academicians</p>																																				
Personal Information	<ul style="list-style-type: none"> ❖ Name: Majeedullah "Qarar" ❖ Father Name: Matiullah ❖ Nationality: Afghan ❖ Place of Birth: Ghazni, Afghanistan ❖ Marital Status: Single ❖ Date of Birth: Nov 10, 1980 ❖ National ID NO: 325787 ❖ Passport No. OR 1262101 																																				
References	<table> <tbody> <tr> <td> <p>Dr.Sibghatullah (Director *) Ministry of Public Health Mobile: 0799 40 88 86 doctorsib@hotmail.com</p> </td> <td> <p>Hameedullah Sherani Project Manager, PAN Localization Mobile: 077 64 50 679 Email: hameed.sherani@acsa..org.af</p> </td> </tr> </tbody> </table>	<p>Dr.Sibghatullah (Director *) Ministry of Public Health Mobile: 0799 40 88 86 doctorsib@hotmail.com</p>	<p>Hameedullah Sherani Project Manager, PAN Localization Mobile: 077 64 50 679 Email: hameed.sherani@acsa..org.af</p>																																		
<p>Dr.Sibghatullah (Director *) Ministry of Public Health Mobile: 0799 40 88 86 doctorsib@hotmail.com</p>	<p>Hameedullah Sherani Project Manager, PAN Localization Mobile: 077 64 50 679 Email: hameed.sherani@acsa..org.af</p>																																				