

# MUHAMMADI KROATOV

Dushanbe, Tajikistan

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## SUMMARY

I'm a trilingual Russian, Tajik & English Translator.  
I specialize in translating **Transcriptions & Subtitles**.

I also provide OPI interpreting services.  
I speak perfect American English without any accent whatsoever.

▪ *With regards to AI, OCR & Data Entry services:*

- √ *I digitally fill out up to 1000 PDF forms per day*
- √ *I provide a huge amount of data in a very short period of time*
- √ *I'm a Microsoft Excel expert*

*Overall, if you'll need any repetitive tasks of any sort, please let me know.*

Below is a brief description of my skills.

I am a trilingual Russian, Tajik and English Translator, Interpreter and Transcriber with 20 years of experience in Marketing, Financial, Economic, Legal and other translations.

I provide remote and on-site interpreting services.  
I speak perfect American English without any accent whatsoever.

I specialize in translating Russian **Transcriptions and Subtitles**.  
I have a huge experience in transcribing, subtitling and translating big files of more than 3 hours long.  
I'm a subtitle translator for Netflix and other media companies.

I have experience in providing and translating Transcriptions to OAI UNDP, ICRC, IFRC, World Athletics and other international organizations.

•► I will provide transcriptions:

- √ both with and without timestamps (every 15 sec, 20 sec, etc.)
- √ in any custom format and template
- √ with custom font color of the words of each speaker (if needed)
- √ in several templates (if needed)
- √ in several versions with different speaker labels (if needed)
- √ I'll do it in no time, no extra payment required.

▶ Here's a link to my profile on LinkedIn:

<https://www.linkedin.com/in/muhammadi-kroatov>

▶ Please find attached **my voice sample** and 5 main **Transcription Templates** my clients can choose from, along with other examples of my work on my LinkedIn profile.

I always enjoy new experiences and challenges, and love making your life easier when it comes to language communication.

I'm available 7 days a week.

If you're interested, please let me know 😊👍

You can contact me via Email, Skype, Viber & WhatsApp.

My email: [kroatov@gmail.com](mailto:kroatov@gmail.com)

My Skype ID: kroatov

My phone number: (+992) 93 555 5010

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## **WORK EXPERIENCE**

### ***Freelance Translator***

January 2000 – Present

I work in various online platforms and directly with clients.

I provide:

- ✓ Russian, Tajik & English translation services
- ✓ Transcription & Subtitling services
- ✓ Remote and on-site interpreting services in perfect American English
- ✓ Form filling; Data entry, labeling, conversion, any repetitive tasks
- ✓ Microsoft Excel services: spreadsheet, database validation, merging, categorization, consolidation, (conditional) formatting, etc.

### ***Translator, Accountant*** - CJSC MDO "Humo", Dushanbe, Tajikistan

January 2014 – April 2016

- ✓ Provide oral and written interpretation services
- ✓ Provide translation services for legal and economic documents, research or administration
- ✓ Ensure that all written translations conform to the original text in terms of technicality and terminology

- ✓ Ensure that both content and style of statements in communicated effectively
- ✓ Proofread end document and make any necessary changes.

***Interpreter, Consultant*** – US Centcom Planning Team in Tajikistan

April 2011 – October 2013

- ✓ Provide oral and written interpretation services
- ✓ Provide translation services for any documents, research or administration
- ✓ Listen thoroughly to conversations and provide verbatim interpretation
- ✓ Ensure that the context of the language isn't altered during interpretation conducted by other interpreters.

***Military Interpreter*** – State Committee for National Security of the Republic of Tajikistan

October 2006 – January 2011

- ✓ Provide interpretation and translation services
- ✓ Protect and ensure the safety of national and foreign government officials, particularly important sites, etc.
- ✓ Perform other duties.

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## **EDUCATION**

Russian-Tajik Slavonic University 2001 - 2006

Master of Laws

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## **SKILLS**

- Microsoft Excel expert
- Typing Speed – 100 wpm