

Mamun Hoque

Freelance

Agomani,Dhubri,Assam
783335

+91 6003295528

mamunhoque266@gmail.com

LinkedIn:

<https://www.linkedin.com/in/mamun-hoque-8881a2196>

EXPERIENCE

Shaip Ai, Remote —Freelance Transcriptionist And Audio Data Collection Specialist

February 2023- PRESENT

- I have Successfully transcribed more than 100 hours of audio-into-text with an accuracy level of 99% and provided prompt and quality results to clients from various sectors.
- I have been sourcing many languages(pan india) voice data collection in the shaip app,3cx,Riverside,and shaip work app.

PANINI SERVICES,Remote–Freelance Translator

April 2023–Present

- Panini services provide freelance opportunities for translating YouTube videos and other projects across language combinations such as Hindi to English. We partner competent translators with customers so that they can have perfect translations that are relevant to the cultures involved.
- Translated over 200,000 words between Assamese and English as well as Hindi and English languages to provide precise culturally nuanced translations for diverse project requirements.

WAY2CLASS,Remote–QA Specialist

- I'm working as a QA specialist in the WAY2CLASS company as a freelancer.In this, I checked the audio and text to see if they are equal or not and whether the text and audio in it are exactly in assamese language or there is some error in it. I was given the task of checking all these offers.

SUMMARY

Having an experience of more than two years as a vendor and a freelancer, I possess excellent communication and management skills. I am also good at handling numerous assignments concurrently and answering questions from candidates or members without any difficulty. Moreover, my time management abilities are extraordinary and my ability to comprehend new theories quickly is fabulous. It is known that I can handle high-quality work under very fast changing conditions.

SKILLS

MS-Excel

MS-Office

Facebook Marketing

Google Adwords

Digital Marketing

Influencer Marketing

LANGUAGES

Assamese-Native

Bengali- Proficient

Hindi-Proficient

English-Proficient

Customer Service Specialist,Remote-Telecaller

April-2022-July 2022

- **Successfully sold over 200 credit cards as a telecaller,consistently exceeding sales targets and providing excellent customer service.**

EDUCATION

Agomani H.S School,Dhubri,Assam — Senior Secondary Education(Arts)

March 2019- April 2024

Assam Down Town University, Guwahati — BBA

August 2024—Present