

Hanen - CV

Name:

Hanen

Title:

Audio Transcriber | Freelance Writer

Profile Summary:

Motivated and detail-oriented freelance transcriber with strong skills in converting audio to accurate text. Experienced in handling various types of recordings including podcasts, interviews, and meetings. Fast delivery and commitment to quality.

Skills:

- Audio Transcription (English & Arabic)
- Podcast and Interview Transcription
- Attention to Detail
- Time Management
- Basic Editing and Proofreading
- Microsoft Word, Google Docs

Education:

Currently studying Business Administration

Experience:

Freelance Audio Transcriber (2024 – Present)

- Transcribed multiple audio files for clients with high accuracy
- Delivered projects on time and met client expectations

Languages:

- Arabic (Native)
- English (Fluent)

Contact:

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Location: Syria