



# Hoque Translation Center

A complete Translation Solution

**License Number: TL-62**

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*Government Authorized Translation Services since 2011*

*Hoque Translation Center is affiliated to BMET under the Ministry of Expatriates' Welfare and Overseas Employment of the Government of the People's Republic of Bangladesh*

## Company Profile

### Mission

A group of highly qualified professionals are serving through skills and experiences to provide outstanding and agreeable solution in diverse language conversion arena with legal authentication under the same umbrella.

Hoque Translation Center is a center of excellence in the field of Translation/Transliteration by providing flawless appropriate and suitable language conversion services against a competitive financial structure. Our team of experienced professionals offers superior quality of translation, transliteration, transcription & interpretations services under a wide span of subject matter. We are facilitating to remove and eradicate the communication gap made out of language conversion barrier in the international arena.

### Vision

As we help our customer's language translations and conversion in the world, we set the translation and transcription for customers' satisfaction, innovation, and process implementation.

We provide high quality professional translation services to enable you to communicate accurately across national borders. We have highly qualified professional translators to translate your papers reach the international community to the best possible effect. Our experienced team of Project Managers ensures quality job and quick turnaround time.

We can handle all your business, legal, official or personal translation served by professionals with expertise in your chosen subject or industry sectors. Contact us right now for top quality translation, transcription, interpretation & proofreading services. Our vision is to become a values-based global organization that offers customer-centric foreign language translation solutions of the highest standard.

### Languages we translate

English, Bengali, Arabic

### Our Clients

Coca Cola, Tokyu Construction Co Ltd., DESCO, Biman Bangladesh Airlines, Civil Aviation Authority of Bangladesh, Uttara Adhunik Medical College, Uttara Rajuk School & College, Nabarun Publication, Various Garments Industries and Bangladesh Agriculture Bank etc.

## Our Services

Research Papers, Thesis, Publication Journals, Reports (of all sorts), Training Manuals, Stories, Novels, Scripts, Journals, Ghost Writing, and Proofreading, Business Translation, Business Proposals, Contract, Deed Documents, Constitutions, Summarizing, Information Technology, Contents for Web-Sites, Localization of Web-Sites and Software, Virtual Assistance, Translation Related to Media, Journalism & Communication, News, Scripts relating TV Shows, Movies, Documentary Films, Subtitles of TV Shows, Movies and Documentaries, Business & Legal Translation, Tax Assessments, Academic Certificate, Academic Transcript, National ID, Birth Certificates, Marriage Certificate, Police Clearance, Deed of contracts, Medical Reports, Driving Licenses, Valuation Certificate, Power of Attorney, Undertaking, Wealth Statement, Identity Certificate, Affidavits, Divorce Notices, Passports/ID cards, No Objection Certificates, Guardianship Certificate, Visas, Memorandum, Experience Certificate, Official, Legal Documents, Newspapers, Letters etc.

## Team Members

The team members of Hoque Translation Center are adequate experienced, passionate and enthusiastic and have strong esteem for translation and languages. Expertise professionals are from different backgrounds because of professional language requirement, such as, UNICEF, UN, UCEP, Lawyers, Professors, Journalist and English Medium School Teachers. We have been serving to our clients with the utmost sincerity. Hoque Translation Center always believes in quality translation. Thus, we know how to sketch feelings with words.

## Some of our team members

### President



*Mohammad Abdullah Al Mamun  
LLB, BEd., MA in English*

Experienced English teacher with passion for written words, teaching, translation & proofreading and possesses good presentation, listening and communication skills that ensure the clients to translate their materials accurately as per their needed

### IT Specialist



*Rezaul Haque Reazon  
Computer Engineer*

Skilled & experienced IT personnel who is always devoted to different types of IT related activities in the computer sector of this translation firm so that all the translators under this firm can perform their translation services very comfortably and easy ways by sharing the suitable files in cooperation with one another.

### Senior Translator



*Md. Sirajul Islam  
BSc Hons, MSc., Lecturer*

### Senior Translator



*Fariah Naznin  
BA Hons, MA in English*

### Senior Translator



*Showaibur Rahman  
Arabic Translator (Kamil Degree)*

### Senior Translator



*Md. Mahfuzur Rahman  
BSc in Computer*

### Assistant Translator



*Md. Nazrul Islam*

### Assistant Translator



*Sharmin Sultana Laboni*

### Assistant Translator



*Md Mazedul Hoque*

### Assistant Translator



*Saiful Islam Shamim*

**Thank you very much for your visit**  
*Hoque Translation Center (HTC)*