

ALI AHMAD SABRI

Transcriptionist & Typing Specialist
Photography | Photo Editing | Data Entry

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Ras Al Khaimah, UAE

Pakistani National

PROFESSIONAL SUMMARY

Detail-oriented Transcriptionist and Typing Specialist with a strong command of English and a typing speed of 65 WPM with 99% accuracy. Over 9 years of professional experience including audio/video transcription, data entry, PDF-to-Word conversion, and photo editing. Proficient in Microsoft Word, Excel, Adobe Photoshop, and Lightroom. Highly reliable, deadline-focused, and able to work independently from a remote setting.

KEY SKILLS

Transcription & Typing

- Typing Speed: 65 WPM | Accuracy: 99%
- Audio & video transcription (English)
- PDF to Word / data entry
- Clean & full verbatim transcription
- GoTranscript guidelines compliant

Technical & Creative

- Adobe Photoshop & Lightroom
- Background removal & face retouching
- Microsoft Word & Excel
- File management & digital organisation
- Client communication & time management

WORK EXPERIENCE

Studio Photographer | Fotoguide Trading | Dubai, UAE

2022 – Present (3 Years)

- Transcribed and typed client documents, product descriptions, and internal records accurately
- Performed data entry, PDF-to-Word conversion, and file management tasks
- Edited and retouched images using Adobe Photoshop and Lightroom
- Communicated with international clients in English for project coordination
- Managed multiple concurrent projects while meeting tight deadlines

Studio Photographer | Shami Photo Studio | Pakistan

2016 – 2022 (6 Years)

- Handled client documentation, records, and typed correspondence
- Delivered high-quality photo editing, retouching, and background removal services
- Built strong client relationships through consistent quality and timely delivery

LANGUAGES

English — Fluent

Urdu — Native

Arabic — Intermediate

EDUCATION & PERSONAL DETAILS

Secondary School Certificate

Pakistan

Date of Birth: 30 January 1998

Nationality: Pakistani | Status: Single

Availability: Immediate

Location: Remote / Work from Home

Portfolio: [View on Behance](#)

References: Available upon request