



# Areeba Shabir

Freelance Transcriptionists

## CONTACT

E-mail :

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## Education

Bachelor of English Literature  
2022 - 2026

## Skill

- Excellent listening and comprehension skills
- Fast and accurate typing
- Strong command of English grammar and punctuation
- Audio & video transcription
- MS Word and Google Docs formatting
- Time management and meeting deadlines
- Confidential handling of data

## Experience

### Freelance Transcriptionist

- Transcribed interviews, lectures, meetings, and online videos
- Delivered clear, error-free transcripts
- Ensured proper formatting as per client instructions
- Maintained 100% confidentiality