

# REYAN RAZA

## Professional Audio & Video Transcriptionist

Email: reyanattari1008@gmail.com | Phone: 03264851226 | Location: Pakistan

### PROFESSIONAL SUMMARY

Dedicated and detail-oriented Transcriptionist skilled in converting audio and video files into accurate, clean, and well-formatted text. Experienced in transcribing podcasts, business meetings, interviews, lectures, and webinars with a strong focus on accuracy, clarity, confidentiality, and fast turnaround times.

### CORE COMPETENCIES & SKILLS

- Audio & Video Transcription (Clean & Full Verbatim)
- Speaker Tagging & Time-stamping
- High Typing Speed & Accuracy
- Proofreading, Grammar & Punctuation Checking
- Data Entry & Document Formatting (MS Word, PDF)
- Client Confidentiality & Data Security

### WORK EXPERIENCE

#### Freelance Transcriptionist | Self-Employed 2023 – Present

- Transcribed 100+ hours of audio/video content.
- Maintained a high accuracy standard across completed transcripts.
- Delivered Clean Verbatim and Full Verbatim transcripts within deadlines.
- Provided speaker labeling and custom time-stamping for easy media reference.
- Proofread and formatted transcripts for professional presentation.

### EDUCATION

High School Diploma / Bachelor's Degree

### LANGUAGES

- English — Professional
- Urdu — Native