

# **SAIFULLAH**

**Arabic Translator, Customer Service,**

## **Current Address:**

Jamia Nagar Okhla New Delhi, India

Mob:- +91 7503481562 / +919971839781

Email:- [saifnadwi86@gmail.com](mailto:saifnadwi86@gmail.com) / [sn4saif@gmail.com](mailto:sn4saif@gmail.com)

## **Objective:-**

To secure a promising position that offers both a challenge and a good opportunity for growth as a talented professional.

## **Experience :**

May, 2011- 2 June 2012

### **Translator**

**EZDAN Real Estate Co. Doha Qatar**

#### **Activities as a translator:**

- Translation works involve all types of translations such as legal, financial, technical, agreements, business, media, resumes and so forth.
- Researching legal, business, technical and scientific phraseology to find the correct translation.
- Using the internet and email as research tools throughout the translation process.
- Consulting with experts in specialist areas.
- Networking and making contacts.
- Conducting in-depth data analyses using traditional and advanced methods .
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Oct, 2009 to Apr-2011. (a project based job)

**Customer Service Executive** ( *Arabic Projects as per required* )

**Exëvo India,**

The company works across time zones and provide business research solutions to clients across geographies, such as the United States, United Kingdom, Europe, Latin-America and Asia-Pacific.

My project based works involved in research and analytic services across Arab countries.

Worked as a **Freelance Translator** and Arabic Language Teacher for about two years with a number of organizations.

**Education: -**

2011

**M.A. Arabic Literature, ( completed 2<sup>nd</sup> semester)**

University of Delhi, India

2006-2009,

**Bachelor of Arts (Arabic, Pol-Science, Urdu)**

Jamia Millia Islamia, New Delhi. India

2003-2006

Alimiat (**Graduation in Arabic Literature & Shariah Laws**) from Nadwa College , Lucknow U.P. (A private university recognized by UGC) India.

2007-2009 **Two -Year Diploma in Functional Arabic.**

N.C.P.U.L. Ministry of Human Resource Development, (Department of Higher Education) Govt. of India.

## **Skills : -**

|  |
|--|
| Expertise in the language required for translation assignments (Arabic, English, Urdu, Hindi).   |
| Foreign Language - Knowledge of the structure and rules of composition and grammar, and pronunciation.   |
| English Language - Knowledge of the structure and content including the meaning and spelling of words, rules of composition and grammar.                 |
| Fluent in Arabic, written and spoken and fully capable of proofreading translations to ensure compliance with essential grammatical and syntactic rules. |
| Mastering <b>MS Word</b> and have outstanding editing skills using MS Office & familiarity with the Internet.  |
| Good typing in Arabic & English.   |
| Reading Comprehension - understand written sentences and paragraphs in work related documents  |

## **Languages Known:**

|   |         |                |
|---|---------|----------------|
| 1 | Arabic  | Expert         |
| 2 | English | Expert         |
| 3 | Urdu    | Native Speaker |
| 4 | Hindi   | Native Speaker |

## **Hobbies:-**

Reading books, newspapers, and listening to music.

**Personal Profile: -**

|   |                |                              |
|---|----------------|------------------------------|
| : | Father Name    | Abdul Hafeez                 |
| : | Date of Birth  | 20 <sup>th</sup> August 1986 |
| : | Sex            | Male                         |
| : | Marital Status | Unmarried                    |
| : | Nationality    | Indian                       |
| : | Religion       | Islam                        |