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**ABDUL HAKEEM**

Nationality: India

Location: 304- P103/3 Jamia Nagar, Okhla New Delhi

Mobile: +917985850660

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# CAREER OBJECTIVE:

To make a positive impact in my field with valuable activities based convictions and professional criteria by putting my all efforts in the work assigned to me in an organization where I can grow along with the organization.

# EDUCATION :

* Passed **High School** from **Haryana Board**
* Passed **Intermediate** from **U.P Board**
* Passed **B.A**  **from Lucknow University**
* **Urdu & Arabic Language Diploma from Nadwa College Lucknow**

# COMPUTER PROFICIENCY:

* **Operating System :** Windows XP, Windows7
* **Diploma**  **:** Diploma in Computer Applications
* **Applications : Tally** ERP 9, **MS Office**, **InPage** Urdu / Arabic,  **Internet** Activity

# PROFESSIONAL EXPERIENCE :

* **3 Year Arabic Translation** in Arabic Institute
* **3 year** work experience in NTA Delhi & National Council of Educational Research and Training (NCERT) as Arabic Translation and Typing writer on Computer Department
* **Nowadays** am working on Arabic and Urdu languages projects as freelance writer.

# LANGUAGES:

* **ENGLISH, ARABIC, URDU, HINDI**

# Extracurricular Activities:

* **ENGLISH & HINDI TYPING**
* **URDU & ARABIC TYPING**

# SPECIALIZED SKILLS:

* Excellent interpersonal and communication skills
* Multi-tasking abilities with proficiency in organizing and managing different tasks
* Expert knowledge of handling administration and paperwork
* Skilled in book keeping and preparing statistical and financial records
* Thorough insights in overseeing stock levels and ordering supplies
* Proficient in assigning duties and scheduling shifts
* Work independently or as a part of team time management
* Able to cope under pressure

OTHER INTERESTS : Study, Internet Surfing, Reading Newspaper, Playing Game, Bike Ridings

# DECLARATION:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Place:**

**DATE: ABDUL HAKEEM**