

#### PERSONAL BACKGROUND

I am a freelance translator, with advance knowledge of translation and problem solving. I have a good experience in Arabic <> English <> Urdu translation, Editing and reviewing.

#### **GET IN TOUCH WITH ME**

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# **ADDITIONAL COURSES**

- English speaking course from HelplineInstitute of spoken English.
- •Diploma in Office Automation and Publishing (DOAP) from Rajeev Gandhi Computer Saksharta Mission, New Delhi during April 2019 to March 2020.

## **ABDUS SAMAD KHAN**

Translator, Transcriber, Interpreter

## **SKILLS**

- Translation
- Urdu, English and Arabic Typing
- Interpretation
- Transcription
- Time Management & Multitasking
- Self-Management & Self-Motivation

## **EDUCATION**

Bachelor of Arts (Hons.)Arabic (Pursuing)
from Jamia Millia Islamia, New Delhi

Fazilat (Bachelors of Arts in Language & Islamic Studies) passed out from JAMIA ISLAMIA SANABIL, New Delhi, with aggregate 93.73% from 2018 till 2020.

Aalimiyyat (Senior Secondary)
passed out from JAMIA ISLAMIA SANABIL, New Delhi,
with aggregate 94.12% from 2015 till 2018.

Senior secondary (U.P. board)
passed out from Raza Inter College, Rampur,
with aggregate 67% in 2021

**Secondary, New Delhi**passed out from NATIONAL INSTITUE OF OPEN SCHOOLING, with aggregate 66.5% in April 2019.