

CURRICULUM-VITAE

QAMARUZZAMAN

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I am Urdu & Arabic language expert and having experience of 10+ years in translation and DTP.

Below are some notable translation projects which I have done recently:

- E-learning Modules contains 300 pages from **English into Arabic** for Bajaj
- E-learning Modules from **English into Arabic** for Suzuki
- A book related to administration contains 200 pages from **English into Urdu** for The Institute of Company Secretaries of India
- A book of 255 pages on Narendra Modi (Prime Minister of India) by Dr. Adish C. Aggarwal & Ms. Elisabeth Horn from **English into Urdu**.
- A book of 69 pages for Dettol Banega Swachh India from **English into Urdu**
- A brochure of 25 pages related to medical devices for Medanta Hospital, Gurgaon from English into Urdu
- Booklet related to Agro-Chemical for Parijat India from **English into Arabic**
- Brochure of different products from **English into Arabic**
- Many articles from English into **Arabic / Urdu**

I can provide sample on request.

WORK EXPERIENCE

Freelance Work

- Working as a freelance translator from Arabic into English, Vice-versa, English into Urdu and Vice-Versa since 2011
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Company: Darwish Group, Doha - Qatar

Duration: October 2017 – February 2020

Role: Arabic Translator

Responsibilities:

- Drafting letters and emails in Arabic.

- Translating quotations from English into Arabic
 - Translating other documents form English into Arabic and vice versa.
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Company: Accenture

Duration: August 2014 – September 2017

Role: Arabic Translator

Responsibilities:

- Translating the invoices and other documents
 - Drafting letters in Arabic
 - Writing e-mails to gulf countries vendors and replying the same.
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Company: Wipro Pvt. Ltd.

Duration: September 2011 – July 31st 2014

Role: Arabic Translator

Responsibilities:

- Translating the invoices and documents
 - Drafting letters in Arabic
 - Writing e-mails to gulf countries vendors and replying the same.
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Company: Tendernews.com, New Delhi

Duration: March 2011 – August 2011.

Role: Arabic Translator

Responsibilities:

- Searching Tenders from various online Arabic newspapers and other online resources.
 - Translating them from Arabic into English
 - Feeding them to the company website.
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Company: TechnoCom (A translation Agency)

Duration: August 2008 - Feb 2011.

Role: Urdu & Arabic Translator, Proofreader and DTP Operator (especially in right to left languages)

Responsibilities:

- Translating visas, certificates, brochure, letters, pamphlet etc from English into Arabic Urdu & vice versa
- Typing and Designing the translated file for Printing and Publishing.

EDUCATIONAL QUALIFICATION

- 2011:** M.A. (Arabic) from University of Delhi, New Delhi, India. 62.5%.
- 2008:** B.A. (Hons) Arabic from Jamia Millia Islamia, New Delhi, India. 63%
- 2003:** 12th from Jamia Salafia Varanasi, India. 84%
- 2000:** 10th from Jamia Salafia Varanasi, India. 80%

PROFESSIONAL QUALIFICATION

- **Diploma in Modern Arabic Language** from Jamia Millia Islamia New Delhi with distinction (77.6%)
- **Diploma in Functional Arabic from Ministry of H.R.D. Govt. of India** in 2007 with distinction.
- **Diploma in Urdu Language from Ministry of H.R.D. Govt. of India** in 2007 with Distinction

LANGUAGES KNOWN

Arabic	Reading, Writing and Speaking
English	Reading, Writing and Speaking
Urdu	Reading, Writing and Speaking
Hindi	Reading, Writing and Speaking
Persian	Reading and Writing

COMPUTER SKILLS

- Ms-Office, CorelDraw, Adobe Photoshop, InDesign, Quark Express, Urdu and Arabic Inpage and Internet browsing.
- Typing speed 45 words per minute in Arabic, English and Urdu.