**ZAHEER AHMAD FAROOQUI**

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**CAREER OBJECTIVE:**

I am motivated to work with an organization where I could get opportunity to develop my overall career through my diverse work experience and multilingual skills especially through my Arabic-English proficiency thereby benefiting the organization concerned as much as possible.

**CURRENT EXPERIENCE:**

* Currently working with **CMA CGMChennai** as **F&A Specialist (Finance and account Specialist) from 1st February 2021.**
* .**Responsibility:** Translating Arabic Invoices and tariffs (Shipping) to English and providing the expense type and nature code to the processing team.

**PREVIOUS EXPERIENCE:**

Below are the lists of organizations where I have worked previously for almost 10 years along with the responsibilities handled.

**Organization: Capgemini Chennai,**

**Designation:** Senior Associate-Cum-Arabic Language Specialist

**Duration:** 17th February 2016 to 18th November 2020**.**

**Responsibility:** Worked in Payroll department, handling HRMS creation of Middle East client in Arabic and translating the documents from Arabic to English and vice-versa**.**

**Client Location.** Worked on client Location (Kuwait) for 3 Months in account payable.

**Responsibility:** Receiving invoices (hard copies) creating shopping cart and Purchase order and processing invoices.

* **Organization**: **Hewlett-Packard**, Chennai,

**Designation**: Senior Financial Associate-cum-Arabic Language Specialist

**Duration**: 19-September-2011 to 16 February 2016

**Responsibility:** Worked in Account Payable Department, Handled Invoice indexing and processing, Employee Advance payment, responding to emails and resolving queries, auditing and translating the documents from Arabic to English and vice-versa.

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* **Organization**: Wipro, Greater Noida,

**Designation**: Research Analyst - Arabic Language Expert

**Duration**: 11-March-2011 to 07-September - 2011

**Responsibility:** Translating and processing documents of Middle East Customer through Client server dealing with company balance sheet, financial reports and income statements.

* **Organization**: ACL Wireless, Noida, India

**Designation**: Associate Community Management - Arabic Language Expert

**Duration**: 20-August-2009 to 28-February-2011

**Responsibility:** Supporting Middle East customers in their queries through responding them by telephonic calls and emails in Arabic language

* **Organization**: Styx Info Soft Pvt. Ltd (Azure Knowledge Centre), Ahmadabad, India

**Designation**: Research Analyst - Arabic Language Expert

**Duration**: 04-August-2008 to 09-January - 2009

**Responsibility**: Conducting telephonic interviews in Arabic Language with industry experts in various sectors in Middle East & Africa (MENA) regions and providing support through translating the documents from various fields.

* **Organization**: Data Expert Pvt. Ltd, Ahmadabad, India

**Designation**: Research Analyst- Arabic Language Expert

**Duration**: 11-December-2007 to 20-May-2008

**Responsibility**: Conducting telephonic interviews in Arabic Language with industry experts in various sectors in Middle East & Africa (MENA) regions and providing support through translating the documents from various fields.

**ACADEMIC QUALIFICATION:**

* M.A from Jamia Millia Islamia, A Central University, New Delhi , 2009-2010
* B.A from *AL-AZHAR UNIVERSITY*, Cairo, Egypt, 2005-2006
* + 2 from Nadwa College, DarulUloomNadwatul Ulama Lucknow, 2000-2001
* 10th from Nadwa College, DarulUloomNadwatul Ulama Lucknow , 1997

**PROFESSIONAL QUALIFICATION:**

* Diploma in Arabic language, Ministry for Higher Education, Cairo, Egypt, 2004
* Conversational English at American University, Cairo, Egypt, 2006.

**TECHNICAL SKILLS:**

* MS - Office
* Arabic typing
* SAP

**LANGUAGES KNOWN:**

* Arabic: Fluent (Reading, Writing & Speaking)
* English: Fluent (Reading, Writing & Speaking)
* Urdu: Native (Reading, Writing & Speaking)
* Hindi: Excellent (Reading, Writing & Speaking)

**PERSONAL INFORMATION:**

 Gender: Male

 Date of birth: 02/02/1980

 Place of birth: Dumariya Ganj Distt. Siddharthnagar U.P

 Marital Status: Married

 Nationality: Indian

 Religion: Islam

 Hobbies: Reading Historical, Geographical and General Knowledge Books,

News Papers & Magazines.

**Declaration:**

The entire above mentioned are true and correct to the best of my knowledge.

Place: Lucknow

Date: **Zaheer Ahmad Farooqui**