CURRICULUM VITAE

**PERSONAL DETAILS - AHMAD RAZA**

Residential Address: 102 Sub residency, Nadeem colony, Tolichowki, Hyderabad

Mobile: +91 8800672028

Email Address: ahmadraza1207@gmail.com

Date of Birth: 12 July 1991

Nationality: Indian

**CAREER OBJECTIVE**

To serve the organisation to the best of my ability, to gain immense practical exposure and become professionally trained to handle critical situations.

**EDUCATION HISTORY**

2016-18 **Jawaharlal Nehru University**, New Delhi

 M.A. in Arabic

2013-16 **Jamia Millia Islamia**, New Delhi INDIA

*Bachelor in Arabic Language and Literature with English Literature as a subject*

2012 U. P Board, Uttar Pradesh INDIA

*10+2 (Urdu Medium)*

2008 U.P. Board of Madrasa Education Uttar Pradesh

 INDIA, 10th (Urdu Medium)

**Project completed:**

Have completed several projects for GirnarSoft and Tek travels pvt ltd. Can be checked on their respective websites ([www.tboholidays.com](http://www.tboholidays.com)).

**Language and other Skills**

**Language Skills:**

* Urdu - Native Tongue
* English, Arabic, and Hindi - (reading, writing and communication skills), Persian (only reading)
* **Ability to translate from English into Arabic and Urdu and from Urdu and Arabic into English.**

**Computer Skills:**

Microsoft XP applications (Word, Excel, Office, PowerPoint, CorelDraw and Inpage) – Advanced

* English, Urdu and Arabic Typing Skills – with 35-40 words per minute

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines and delver the projects on the stipulated times.
* Excellent oral and written correspondence with an exceptional attention to details.
* Highly organised with a creative flair for project work.

**INTERESTS AND ACTIVITIES**

Reading novels and newspapers and watching movies.

**Declaration:**

I hereby declare that all the above information provided by me is correct to the best of my knowledge and belief.

AHMAD RAZA

PLACE: Hyderabad