**MOHAMMAD ANAS**

**ARABIC LANGUAGE EXPERT**

**Career Objective:**

 It is my desire to work with a company, which can help me

 grow professionally, as well on the personnel front, along with the growth of

the company. I wish to work in a competitive environment, which give me new

Challenges to overcome and new frontiers to explore.

**Professional Experience**

**Transarab international Pvt. Ltd, New Delhi.**

* Working as a **translator & proof reader** (Arabic- English and vice versa). Translated and proof read all types of Certificates such as Educational Certificate, Medical Certificate, Birth Certificate, and Marriage Certificate. Arabic into English, converted Arabic letters and law related data into English and offered interpretation service to convey the message of Arab Client and partner towards the company. I proofread all documents related to Project.
* Translated**travel/tourism** related documents and information of India, Saudi Arabia and UAE & Middle East.
* TranslatedVisa, Passport & **Travel agencies' documents** ofSaudi and UAE into English.
* And I am involved here as **Arabic tour guide**.

**NEHRU YUVA KENDRA (NYK).**

This is a NGO and I was involved here as an Administrative assistant. We organize programs especially for youth empowerment and education under Ministry of youth affairs. I also organize special classes on Soft Skills & personality development.

**ASIAN HEART INSTITUTE, Faridabad.**

Worked as an Arabic-English Translator and Interpreter. I'm responsible to convert medical related terms and phrases in to English and vice versa according to situation. I'm involved into interpretation between Arabic speaking Patients and the Doctors.

**Metro hospital, Faridabad.**

I translated Medical Reports, Descriptions, checkup details and Medical instructions for the patients from English into Arabic & vice versa. I done proofreading of invoices and offered interpretation services to explain the content of Arab's Vendor in front of Management.

**Total Work Experience: 2 years**

**Academic Qualifications:**

* 12th from JAMIA-TUL-HIDAYA College, Jaipur {Rajasthan}. Secured 78%.
* B.A (HONOURS) **ARABIC** from JAMIA MILLIA ISLAMIA, (2013) New Delhi.
* **Diploma in Functional Arabic** from NCPUL. Secured 92%.
* Diploma in Functional Urdu from NCPUL.
* Modern Diploma in French language from JAMIA MILLIA ISLAMIA, (2012) New Delhi.
* Advance Diploma in French language from JAMIA MILLIA ISLAMIA, (2013) New Delhi.

**IT Skills**

 Postgraduate diploma in computer Application (2008).

 Packages Known: Inpage Urdu & Arabic, D.T.P, Complete MS Office, HTML & Web Designing.

 Diploma in Tally 7.0

 Operating Systems: XP Pro, MS Office, Windows OS 98, XP, windows 7.

**EXTRA CURRICULAM ACTIVITIES.**

* I got training for Disaster Management organized by (DDMA) govt of Delhi.
* Participated as a volunteer in **101** Medical camps organized by an International NGO (Art of living).
* I got training on personality Development & Soft Skills.
* Got an award for Excellent student award.

**Languages Known**

|  |  |  |  |
| --- | --- | --- | --- |
| Arabic | Speak | Read | Write |
| English | Speak | Read | Write |
| French  | Speak | Read | Write |
| Urdu | Speak | Read | Write |
| Hindi | speak | Read | Write |

**Personal Information Contact**

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Marital Status: Unmarried New Delhi- 110025.

Nationality: Indian

  **[Mohammad Anas]**