***Curriculum Vita***

*Mohammad Hedayatullah*

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**Professional Summary**

* Highly accomplished and professional Linguistic with an exemplary supporting Language requirement.
* Ability to handle Language requirement with high professionalism.
* Core skills in **Arabic** **Data Entry, Translation, Proofreading, Typing, Localization, Audio and Video Transcription, Transliteration, on site Language support etc.**
* Seeking services providing excellent opportunity to enhance our skill as well as make pleasant to the client.

**Language Proficiency**

|  |  |  |  |
| --- | --- | --- | --- |
| Languages known | R**ead**  | **Write** | **Speak** |
| English | Yes | Yes | Yes |
| Arabic | Yes | Yes | Yes |
| Urdu | Yes | Yes | Yes |
| Hindi | Yes | No | Yes |
| Persian | Yes | No | No |

**Type of work and rate list per target Language**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Translation** | **Transliteration** | **Transcription** | **Typing/Data Entry** | **Interpretation** | **On site work** | **Proofreading** |
| 1:00 INR PERWORD | 0.5 INR PER WORD | 3.00 INR PER WORD | 0.5 INR PER WORD | 3000 per day | 300.00 INR PER HOUR  | 1.00 INR PER WORD |

**Work Excellence Summary**

**I have left the company and now working as freelance with many Translation agencies from December 2016 to present**

* **Worked as Consultant for Arabic software testing at Capgemini India Pvt Ltd,** June 16 to November 16.

**Key responsibilities: Software testing**

Translation of the missing words, checking Arabic texts like translations, spelling, punctuation etc. contacting to the Arabic software developers to correct the mistakes.

* **Worked as Process Specialist (Arabic Translator) at** **Infosys BPO Ltd for an FMCG Client (P&G)** since July 2012 to June 2016.

**Key responsibilities: Translation/sourcing and procurement**

Supporting purchasing team in order to create purchase order according to an Arabic quotation, PO transmission, follow up by email and phone with Arabic knowing supplier to deliver the goods /services on time, resolving the query of supplier by email and phone, worked on Arabic invoices which got blocked. All activities done using Arabic skills; understanding, reading writing and speaking.

* Worked as Arabic Language Tester in Cognizant India Pvt. Ltd for Auto Mobile project as part time.
* **Key responsibilities: Software testing**

Translation of the missing words, checking Arabic texts like translations, spelling, punctuation etc. contacting to the Arabic software developers to correct the mistakes.

**Worked as Freelance Language Specialist from July 2010 to June 2012**

* Along with full time job, I also have done translations for various corporate firms, and private agencies based in India, UAE into and from three Languages; **Arabic, English, and Urdu.**
* I have rendered several documents from diverse disciplines into English and vice-versa from the above mentioned languages. I have also translated a number of drug-related brochures, product manuals, trade agreements, and instruction manuals.
* I have been keenly interested in the contemporary and current events of the regional and global importance and I do have a fair understanding of all aspects of media coverage **from socio-cultural, Business, Manufacturing economic, Tourism, Transportation, Government, political, IT,**

**Academic Background**

* **Accomplished Master of Arts Degree in Modern Arabic Language** and Literature from University of Madras in the year 2012.

Subject: Arabic Literature, Poetry, Grammar, Prose, Arabic-English-Arabic Translation

* Accomplished Master of Arts Degree **in Modern Urdu Language and Literature** from Mazharul Haque University Patna in the year 2010.

Subject: Urdu Literature, Poetry, Grammar, Prose, Urdu-English-Urdu Translation

* Diploma **in English Language and Literature from** Markazul Ma’arif Education and Research Center, Mumbai in the year 2008.
* Specialization in **Arabic Language and Literature** from Same University in the year 2006.
* Acquired **Bachelor of Arts Degree in Arabic Language** and Literature from well-known an Islamic University Darul Uloom Deoband, Saharanpur, UP, India, in the year 2005.
* 10+2 from Madrasa Islamia Arabia Dumri Sheohar Bihar, India affiliated with Bihar Madrasa Education Board Patna, Bihar, India with the major subject Arabic Language and Islamic studies in the year 2002.
* 10th from Madrasa Madni Basahiya Shaikh, Sheohar Bihar, India affiliated with Bihar Madrasa Education Board Patna, Bihar, India in the year 2000.

**Computer processing Skills**

* I have skills in MS Office , Acrobat Reader/Writer, Front Page, Window Exp etc.
* Tools using during the work: SAP & OEMS and MS Office.
* I got T100 Training in Sourcing and procurement from Infosys.
* Milestone Training in management from Infosys.

**Personal Detail**

Mohammad Hedayatullah S/o Mohammad Jamil Akhtar

From: Sheohar Bihar

Nationality: Indian DOB 04/03/1980

**Declaration---------**I hereby declared that all above mentioned information is true as my knowledge. You will find me more than what I have been mentioned in the resume.

 Mohammad Hedayatulla