**Curriculum Vitae**

***Personal Detail***

**

**Name: IRSHAD AHMAD**

**DATE OF BIRTH:**

**13 may 1986**

**GENDER:  MALE**

**MERITAL STATUS:**

**UNMARRIED**

**Mob.No. +919871593395**

**E-mail ID:**

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**&**

**irshadjnu10@yahoo.com**

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***Present address***

Room No. 28

Chandra Bhaga hostel

JNU New Delhi

110067

**CAREER OBJECTIVE:**

 I aspire for a challenging position **as an Arabic language expert** to grow and develop along with your esteemed organization where I can utilize my talent and multilingual ability and gain more experience with organizational growth

**EDUCATIONAL QUALIFICATION:**

* **M.A :( Arabic):**from Jawaharlal Nehru university New Delhi. In 2014
* **B.A. :( Arabic)** from Jawaharlal Nehru university New Delhi. In 2012
* **Intermediate:** from JamiaIslamiaSanabil(recognizedInstitute)
* New Delhi In 2008
* **High school:** from JamiaIslamiaSanabil(recognizedInstitute)

New Delhi in 2006

**PROFESSIONAL QUALIFICATION:**

* **Diploma in Modern Arabic Language:** from JamiaMilliaIslamia

New Delhi in 2009

* **Diploma in Urdu Language:** from NCPUL Govt. of India

New Delhi in 2006

**LANGUAGE KNOWS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Arabic | Reading | Writing | Speaking |
| English  | Reading | Writing | Speaking |
| Urdu | Reading | Writing | Speaking |
| Hindi | Reading | Writing | Speaking |

**Total Work Experience:**

* Worked on several projects of translations from Arabic to English and Urdu to English and vice versa.
* **Worked as an interpreter** in Fortis hospital Gurgaon Haryana.
* Working with **Tangerine Digital Pvt. Ltd Noida UP India** as free lance Arabic Content Writer.
* Worked with **Exëvo** India Pvt. Ltd, as a **research associate in foreign language (Arabic)** since 2013to 2014 in **India.**
* Worked as a **Volunteer in common wealth games (CWG)** 2010 New Delhi.
* Worked with **Apparel Export Promotion Council (AEPC)** as an **invitation executive**.
* Working with **Export Promotion Council for Handicraft (EPCH**) as an **invitation executive.**

**COMPUTER SKILL:**

* Ms-office: Ms word, Ms excel, Power point, Internet from Techmass Computer Education NewDelhi.25
* Three Month Certificate in Computer Hardware Maintenance & Networking, from Sim Tech New Delhi. 25

**Summary of Qualifications**:

* Ability to interact and communicate effectively in Arabic and English.
* Deep interest and joy in working with Arabic and English skills.
* Sound knowledge of Arabic and English language and work Performance: Ability, Personality and interests; learning and motivation.

**NATURE OF WORK**

* Interpreting from Arabic to English & Translating Bank & commercial documents of the company, preparing office memos & LPOs, handling all office related works.
* Dealing with employees, insurance of company vehicles, and doing their registration, booking Air tickets for company staffs & its workers, maintaining files, drafting letters in Arabic & English.

**INTEREST AND HOBBIES:**

* Net Surfing & Interacting with people.
* Doing translation in leisure time.
* **Declaration:**

I hereby declare that all statements in the resume are true, complete and correct to the best of my knowledge and belief.

**Date……………**

**Place…………….**

 **(Irshad Ahmad)**