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|  |  | masood.jpg | | | | | | | | | | |
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| Personal information | |  | | | | | | | | | | |
| First name(s) / Surname(s) | | Masood Nabi Khan | | | | | | | | | | |
| Address | | House # S-2/827, Saudabad Colony, Malir , Karachi. | | | | | | | | | | |
| Telephone(s) | | 0092 21 34405776 | | | | | Mobile | | 0092 321-2589076 | | | |
| E-mail(s) | | masoodnk@gmail.com | | | | | | | | | | |
| Nationality | | Pakistani | | | | | | | | | | |
| Date of birth | | 13-06-1966 | | | | | | | | | | |
| Gender | | Male | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Work experience | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Dates | | 2005 to till date | | | | | | | | | | |
| Occupation or position held | | Translator | | | | | | | | | | |
| Main activities and responsibilities | | My job description is "Translator” for the creative department of CMC PR Agency. It involves translation of press releases, articles, monthly, bi-monthly and quarterly news letters of several clients like KESC, ICI, TCC, TCS etc. I also compose and lay out the matters. | | | | | | | | | | |
| Name and address of employer | | CMC PR Agency  CMC House, Near Al Khair Hospital Khayaban E Ittehad DHA Karachi. | | | | | | | | | | |
| Type of business or sector | | PR, Advertising and Event Management Agency | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Dates | | 2007to till July 2012 | | | | | | | | | | |
| Occupation or position held | | Translator | | | | | | | | | | |
| Main activities and responsibilities | | Translation of news articles, tenders, and special reports & supplements in Urdu and English both | | | | | | | | | | |
| Name and address of employer | | Media Times/ Daily Aajkal  Nelson Chamber, 2nd Floor, I.I. Chundrigar Road, Karachi, 74100 Karachi (Pakistan) | | | | | | | | | | |
| Type of business or sector | | News Paper | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Dates | | 2001 to 2007 | | | | | | | | | | |
| Occupation or position held | | Translator | | | | | | | | | | |
| Main activities and responsibilities | | Translation of news articles, tenders, and special reports & supplements in Urdu | | | | | | | | | | |
| Name and address of employer | | Qaumi Akhbar, group of newspapers/Daily Qaumi Akhbar, Daily Riasat and Dhoom T.V.  Qaumi Akhbar House, Dr Bilmoria Street Off I. I. Chundrigar Road Karachi. | | | | | | | | | | |
| Type of business or sector | | News Paper | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Education and training | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Dates | | 1987 | | | | | | | | | | |
| Title of qualification awarded | | Graduation (B.Com.) | | | | | | | | | | |
| Principal subjects / occupational skills covered | | Accounting, Statistics & Auditing | | | | | | | | | | |
| Name and type of organisation providing education and training | | Government Premier College/ Karachi University | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Personal skills and competences | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Mother tongue(s) | | Urdu | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Other language(s) | |  | | | | | | | | | | |
| Self-assessment | |  | Understanding | | | | Speaking | | | | W r i t i n g | |
| European level (\*) | |  | Listening | | Reading | | Spoken interaction | | Spoken production | |  | |
| English | |  |  | Proficient user |  | Proficient user |  | Independent user |  | Independent user |  | Proficient user |
| Arabic | |  |  | Independent User |  | Basic User |  | Basic user |  | Independent user |  | Proficient user |
| Sindhi | |  |  | Independent User |  | Independent user |  | Independent user |  | Independent use |  | Independent user |
|  | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Social skills and competences | | Good communication and interpersonal skills, Keep interaction with people | | | | | | | | | | |
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| Organisational skills and competences | | Meet the deadlines, Co-operation with colleagues and administration | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Technical skills and competences | | Trouble shooting of computer (Hardware) | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Computer skills and competences | | MS Office, InPage, Photoshop, Free Hand, Adobe Illustrator, InDesign , Internet Surfing | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| Other skills and competences | | Hindi Writing | | | | | | | | | | |
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| Driving licence(s) | | Motorcycle | | | | | | | | | | |