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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  |
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| Work experience |  |
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| 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 AgencyCMC House, Near Al Khair Hospital Khayaban E Ittehad DHA Karachi. |
| Type of business or sector | PR, Advertising and Event Management Agency |
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| 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 AajkalNelson 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 |
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| Education and training |  |
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| 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  |
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| Personal skills and competences |  |
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| 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 |
|  |  |
| 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 |