**RESUME**

Md. Asadullah Khan

C-280, Shaheen Bagh,

Near German Medical Centre

Jamia Nagar,

New Delhi-25

Mob. No. 8750246669

Email: asadullah\_khan2001@yahoo.com

**EXPERIENCE:**

* Working as a reporter in **Okhlatimes.com, New Delhi**
* 3 Years of experience as a Journalist in Milli Gazette Fortnightly Newspaper, New Delhi
* 3 Years of experience as a reporter in Radiance Viewsweekly, New Delhi
* 1 Year of experience as a Proofreader in Techbook (Aptara), New Delhi

**JOB RESPONSIBILITIES:**

* **Translation of news, reports and obituaries from English into Hindi**
* Content writing news, reports and obituaries
* Rewriting of news, reports and obituaries
* Making news, Reports and obituaries
* Proof reading (knowing international Proof Marking)

**EDUCATIONAL QUALIFICATION:**

* M.A. in English from Jamia Millia Islamia
* Pursuing PGJMC from IGNOU
* B.A. English (Hons.) from R.P.S. College, Bailey Road, M.U. in 2005
* Intermediate from Patna Muslim Inter College, B.I.E.C., 1999
* Matriculation from P.N.Anglo Sanskrit High School, B.S.E.B., 1997

**COMPUTER SKILLS:**

* Having basic knowledge of computer with good typing speed 42wpm with 99 per cent accuracy

**PERSONAL DETAIL:**

Father’s Name: Late Md. Mahmood Alam

Date of Birth: 15-08-1982

Hobbies: Reading Newspaper and books

Permanent Address: C/O Nasir Khan, Village: Rajopatti, Distt. & P.O.: Sitamarhi (Bihar)

Place:

Date: Signature