***Curriculum Vitae***

**MOHAMMAD RIZWAN**

I-75, BATLA HOUSE

JAMIA NAGER, OKHALA

NEW DELHI

PIN NO. 110025

**Contact no. 09560842207**

Email ID- mdrizwanucr@gmail.com

|  |
| --- |
| **CAREER OBJECTIVE**  |
| Looking forward to work in lively and competitive environment where I can use my personal skills professionally for the benefit of the organization, accept challenging assignments and can learn more through guidance and experience.. |

|  |
| --- |
| **EDUCATIONAL QUALIFICATION** |

* Graduation in B.A (H)Arabic from Nadwa college.
* 12th from NADWAT-UL-ULAMA IN ARABIC.
* 10th from NADWA-UL-ULAMA IN ARABIC.

|  |
| --- |
| **ADDITIONAL SKILLS** |

* Basic Computer Skills:-
* MS Office, Excel, Power Point, MS Word, Internet...

|  |
| --- |
| **WORK EXPERIENCE AND TRAINING**  |

. 2 years experience in translation as freelancer

|  |  |
| --- | --- |
|

|  |
| --- |
| **PERSONAL SKILLS** |

 |

* Comprehensive problem solving abilities.
* Excellent verbal and written communication skills.
* Ability to deal with people diplomatically.
* Willingness to learn team facilitator hard worker.
* Flexibility according to work condition.
* Strong Communication skills.
* Ability to work in a team.
* Eye for details and identifying problems

|  |
| --- |
| **PERSONAL PROFILE** |

* Name : MOHAMMAD RIZWAN
* Marital Status : Single
* Gender : Male
* Date Of Birth : 11/10/1991
* Nationality : Indian
* Permanent Address : ward No.9, Darzi Mohalla, Unchahar,Raebareli

 Uttar Pradesh

* Contact No. : 09560842207

**Declaration:**

I hereby declare that all the statement and information given by me in this application are true, correct and complete to the best of my knowledge and belief.

Date:

Place : Signature: