Resume

Mohd Izharul Haque

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**SUMMARY:**

Qualified and professional Arabic, English and Urdu teacher, translator and analyst with good communication and interpersonal skills. Hardworking, friendly and a team player. Seeking a position in a work-friendly environment.

**OBJECTIVE:**

To attain an impressive footprint in to the hearts of the clients and company/organization and have a long lasting relationship with the management, by implementing my expertise into the field of Translation of Arabic, English and Urdu And Vice Versa.

**EXPERIENCE SUMMARY:**

* Freelance Translator of Arabic, English and Urdu Languages (Translated 5 Books and many other projects) and compiled a series of value education books from Nursery to grade-10 as team leader
* 8 years of experience as Arabic Teacher and Head of the Department
* Expertise in Translation, Content Writing, Compilation and Proof Reading in the said languages
* Expertise in Leading, Training and Setting up the goals and achieving the targets
* Strengths include good analysis, easy adaptability and problem-solving expertise

**TECHNICAL SKILLS**

##### Operating Systems:

* Windows 7 and Windows 10

***Tools :***

* Microsoft Office, Inpage Urdu

**ACHIEVEMENTS**

* Wrote many articles in Arabic, English and Urdu which got published in many leading newpapers and magazines
* Translated 5 books from Urdu into English
* Compiled a series of Value Education Books in English (Nursery to Grade 10)
* Translated differents projects about hospitality, hotel management (Eng-Urdu)

**ACADEMIC INFORMATION:**

* Diploma in **DELL** Course i.e. Diploma in English Language and Literature from Markazul Ma’arif Education and Research Center (MMERC) Mumbai in the years 2011-2013 with 2nd position and distinction.
* Diploma In Computer Application

{At “Markaz-ul-Ma’arif Education & Research Centre”, Mumbai, India}

* Qualified NET in the year 2016 conducted by UGC-CBSE
* Specialization in Arabic Language

( Darul Uloom Deoband in the year 2010 with 1st position and distinction)

* M.A. Arabic Hons.

( Jamia Millia Islamia New Delhi in the year 2016 with 75%)

* B.A. Arabic Hons.

( Jamia Millia Islamia New Delhi in the year 2014 with 1st division/62%.)

* Alim in Arabic Literature

(UP Madrasa Education Board (Equ. 10+2) in 2010 i.e. A Uttar Pradesh Govt. certified Board)

* Maulavi in Arabic Literature

(UP Madrasa Education Board ( Equ. 10) in 2008.)

**PERSONAL DETAILS:**

Date of Birth : 02nd January 1989

Marital Status : Married

Current Address: 1172, Azad Nagar, Etawah, UP

Languages Known: Arabic, English, Persian, Urdu and Hindi.

**DECLARATION:**

I hereby declare that the above-mentioned information is true to the best of my knowledge.

*Mohd Izharul Haque*