**Curriculum Vitae**

**CAREER OBJECTIVE:**

***Personal Detail***

**Name: Mohd. Maqsood**

DATE OF BIRTH:

8 May 1990

**GENDER:** MALE

**MERITAL STATUS:**

UNMARRIED

**NATIONALITY:**

**Indian**

***Mob.No****. +918527454594*

*E-mail ID:*

**irmaqsood@gmail.com**

***Present address***

Room No. 123

Chandra Bhaga hostel

JNU New Delhi

110067

***Permanent address***

Village: Gulalata

P.S. Punhana

Distt. Mewat(Nuh)

Haryana India

122508

I aspire for a challenging position **as an Arabic language expert** to grow and develop along with your esteemed organization where I can utilize my talent of hard work, dedication, and sound application of knowledge in a highly charged and stimulating work environment.

**EDUCATIONAL QUALIFICATION:**

***Post-Graduation* : (Arabic):**Persuing,from Jawaharlal Nehru university New Delhi.

***Graduation* : (Arabic):** from Jawaharlal Nehru university New Delhi. In 2013

***Intermediate*:** from Jamia Islamia Sanabil(recognizedInstitute) New Delhi In 2009

***High school*:** from Jamia Islamia Sanabil(recognizedInstitute) New Delhi in 2007

**Summary of Qualifications**:

Ability to interact and communicate effectively in Arabic and English.

Deep interest and joy in working with Arabic and English skills.

Sound knowledge of Arabic and English language and work Performance: Ability, Personality and interests; learning and motivation.

**COMPUTER SKILL:**

* Ms word , Ms excel, Power point, Internet

* **LANGUAGE KNOWS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Arabic | Reading | Writing | Speaking |
| English | Reading | Writing | Speaking |
| Urdu | Reading | Writing | Speaking |
| Hindi | Reading | Writing | Speaking |

**Total Work Experience: 2 Years.**

* I have been working as a freelance translator for 2 year.
* **NATURE OF WORK**
* Interpreting from Arabic to English & Translating Bank & commercial documents of the company, preparing office memos & LPOs, handling all office related works.
* Dealing with employees, insurance of company vehicles, and doing their registration , booking Air tickets for company staffs & its workers , maintaining files , drafting letters in Arabic & English.
* **INTEREST AND HOBBIES:**

Listening songs, reading books, playing badminton, surfing internet applications etc.

* **Declaration:**

I hereby declare that all statements in the resume are true, complete and correct to the best of my knowledge and belief.

**Date:**

**Place: New Delhi**

**(Mohd Maqsood)**