

Sulaiman Akhtar Farooqui

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Time for call: 9:00 AM to 2:30 PM

Job Objective

To work and evolve in the field of Teaching, interpretation and Translation in Arabic/English Languages, also open for Data Analysis, Quality Control enabling me to contribute to organizational goals while offering an opportunity for growth and advancement in terms of knowledge acquisition and career development in a leading MNC.

Profile Summary

- ☞ A professional with over 9 years of total experience with specialisation in Teaching, interpretation and Translation in Arabic Language.
- ☞ Oriented in Arabic Atmosphere since childhood.
- ☞ Analysis & Quality Control of Financial Data.
- ☞ Topper in Arabic and Islamic studies with strong exposure of data analysis, teaching, translation and interpretation in Arabic Language; holds rich experience of heading Arabic Clubs, teaching & delivering lectures in Arabic & Islamic studies and editing School Magazines in Arabic Language.
- ☞ Rich experience in managing Finance Verticals of Arabic Process, involving:
 - Interpretation of data on Merger & Acquisition deals and Corporate Actions announced by Stock Exchange or the respective companies.
 - Exploring company filings to ensure correct information on Merger & Acquisition and Corporate Actions
 - Research on Financial Data and Islamic Finance
- ☞ Acquired significant exposure in conducting financial statement analysis and understanding financial models to evaluate historic information; deft in concluding qualitative and quantitative financial research.
- ☞ Proficient in the application of research methodology of Arabic and Islamic studies to generate far reaching impact on the psyche of all levels of students
- ☞ Expertise in translation & interpretation in Arabic Language involving examination of written documents for meaning and recreating their meaning in another language, such as Arabic to English or vice versa. Some of the assignments handled included:
 - Subtitled in Arabic and English.
 - Translation of two Books consisting of more than 500 Pages into Arabic and the same was published (Independent Assignment)
 - Arabic Portal on Banking of 3i InfoTech (Team Project)
 - Improvement, editing, processing and final publication of 4 Urdu books translated by students of Girls Vocational Training Institute, Hassan, Karnataka, India as Editor
 - Arabic/English/Urdu Translation, research and abridgement of Islamic Encyclopaedia depicting history of renounced people in Islamic History and focusing on their tremendous works in field of Health, Science & Technology (Team Project)
- ☞ Experience of facilitating/coaching students by using interactive discussions and “hands-on” approaches to help students learn and apply concepts in subjects.
- ☞ Deft in providing an educational atmosphere where students have the opportunity to fulfil their potential for intellectual, emotional, physical, spiritual and psychological growth.

Core Competencies

Arabic Translation & Interpretation:

- ◆ Accurately translating reports / texts in electronic formats that not only contain facts but also some abstract language showing an ability to capture intended implications and nuances.
- ◆ Ensuring that choice of words and expressions adhere to target language, norms and means of expression specific to subjected field and are strong enough to allow Translator to operate successively in that field
- ◆ Reviewing audio / internet materials, transcribes with accuracy. Identifying and summarising factual points as well as abstract concepts.

Data Analysis:

- ◆ Identifying, analysing & interpreting trends or patterns in complex data sets; monitoring data dictionary statistics
- ◆ Developing & maintaining databases and data systems necessary for projects and department functions
- ◆ Acquiring & abstracting primary or secondary data from existing internal or external data sources
- ◆ Identifying problematic areas and conducting research to determine the best course of action to correct the data

- ◆ Analysing reports of data duplicates or other errors to provide ongoing appropriate interdepartmental communication and monthly or daily data reports

Teaching & Mentoring:

- ◆ Identifying, selecting, and modifying instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs; implementing instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- ◆ Carrying out regular assessment of pupil performance; setting outcome assessment criteria, standards, systems & procedures and integrating the same into future departmental planning.
- ◆ Ensuring that the students' growth & achievement is continuous and appropriate for age group, subject area, and/or programme classification.

Organisational Experience

Working with Computer Maintenance Corporation Limited, Subsidiary of Tata Consultancy Services Limited, Mumbai as Team Leader

Role:

- ◆ Performing business research in different regulatory bodies to understand the market scenario by using internet
- ◆ Carrying out qualitative analysis of different companies on the basis of their type and sub-type commodity & equity
- ◆ Evaluating shareholder structures for companies traded especially in Middle East Europe, Asia and North Africa
- ◆ Presenting financial data of companies to clients within all Middle Eastern and African Countries
- ◆ Attending conference calls of the Global Clients especially in Middle East, Europe, Asia and North Africa also performing tasks as team leader of Equity Process
- ◆ Handling all types of correspondence, mails from clients and their inquiries in Arabic & English
- ◆ Implementing procedures to improve satisfaction level and resolving customer queries
- ◆ Leading, mentoring & supervising the performance of the team members to ensure efficiency in process operations
- ◆ Updating the customers on the status of special projects and priority assignments
- ◆ Imparting training to the staff for regarding Corporate Actions and Merger & Acquisitions

Awards Won:

- ◆ Bagged 2 awards on 8th October 2011 & 2012 viz.:
 - High Performance Award from Client
 - DC Appreciation Award from the Organisation.

Education

- ◆ M.A. (Arabic Literatures) from Nagpur University in 2012
- ◆ B.A. (Arabic and English Literatures) from Jamia Millia Islamia, New Delhi in 2006
- ◆ 12th (Arabic Fazil) from Arabic College, Deoband, U.P., Board in 1998 (Darul Uloom Deoband is an Arabic College whose Certificate is recognized by Indian Govt. as 10+2 and it includes 10th as well).

IT Skills

- ◆ Well versed with:
 - Windows & XP
 - MS-Office (PowerPoint, Microsoft Word & Excel)
 - Hardware Troubleshooting and Software Installation

Trainings

- ◆ Attended an Accounting Training in Tally (Basic) from Cattle Computers , Mumbai in 2003
- ◆ Underwent a Research Training on Propagation as Means of Influencing Mind, including all Sources of Media - Print and Electronic Media in 2003
- ◆ 1 Month Public Speaking Training Programme in English held in 2001 at Mumbai.

Certification Course

- ◆ Advanced English Language Course (English Language and Arabic English Translation in 2002
- ◆ Completed a DTP, MS-Office (PowerPoint), Coral Draw, Photoshop, Windows Course in 2000
- ◆ Advanced Diploma in Arabic Language and Translation Skills in 1999

Personal Details

Date of Birth: 8th October, 1977

Address: Aramash Apartment, Room No.103, Near Ideal Market, Wafa Park Road, Almas Colony,
Kausa, Thane, Mumbai
Languages Known: Arabic, English, Urdu, Hindi and Persian
Location Preference: Mumbai

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