

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Muhammad Yaquob

Father Name: Muhammad Khan

Address: Fareed Town, Jhangi Syedan, H-15, Islamabad – Pakistan.

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Cell: +92 333 9192987

Gender: Male

Marital Status: Married

CAREER ACCOMPLISHMENTS

SECRETARY REGIONAL DIRECTOR

***Custodian of the Two Holy Mosques' Relief Campaign [Regional Office, Islamabad]
November 2006 - Present***

- Greeting visitors and callers, handling their inquiries, and directing them to the appropriate person(s)/department(s) according to their needs.
- Performing a variety of Secretarial and Administrative assignments as per requirement of the Regional Director office.
- Organizing and maintaining records of all correspondences both in paper and electronic filing system in an easily accessible manner.
- Preparing outgoing mails, meeting notes, routine correspondence, and reports both in **English & Arabic** and locating and attaching appropriate files to incoming correspondence requiring replies.
- Receiving and distributing incoming mails, reviewing and evaluating mails for identification of the items requiring priority attention of Regional Director.
- Opening, reading, routing and distributing incoming mail and other materials, and preparing answers to the routine correspondence.
- Coordinating and arranging meetings of the Regional Director inside and outside the organization.
- Organizing and maintaining diaries and making appointments for Regional Director.
- Dealing with correspondence and writing letters, taking directions and minutes of the meetings.
- Assisting the Acting Director in following up the assignments in the absence of Regional Director.
- Serve as back-up administrative support for other colleagues in the absence of their Administrative Assistants.
- **Fluent in Pashto (Pushto), Urdu, English and Arabic languages both written and spoken and Translating incoming and routine correspondence from and to these languages.**

UNIT IN-CHARGE (BOYS WING)

Peshawar Children Academy (PCA) [Hayatabad, Peshawar]

April 2005 - November 2006

- Monitoring all the activities of the unit.
- Proper management of the unit daily subjects and teachers' timetable.
- Effective management of the official data in a good filing system.
- Arrangements of regular meetings on different issues concerning the unit.
- Reporting the activities of the unit to the head of the academy on daily basis.
- Maintenance of the teacher's daily attendance.
- Playing a key role in creating a productive atmosphere b/w the staff and the higher administration.
- Proper managements of monthly tests and term examinations.

SECRETARY REGIONAL DIRECTOR

Saudi Relief Committee for Afghanistan – SRCA [Regional Office, Peshawar]

June 2002 - July 2004

- Effectively managed the SRCA official data in a good filing system both in hard and soft form.
- Wrote different kinds of letters including official letters, Memo, and Reservation letters etc.
- Prepared different kinds of work contracts made between SRCA and other NGOs.
- **Translated different kinds of official letters from Pashto, Urdu, & Arabic into English and vice versa.**
- Attended several meetings in SRCA representing the concerned department.
- Effectively arranged the appointments of the Regional Director of SRCA.
- Received guests and directed them to their concerned departments or officers.
- Reported the activities of the Head Office of SRCA to the Regional Director on daily basis.
- Received reports based on different projects of SRCA from the branch offices in Afghanistan and presented them to the Regional Director as well as the Executive Director once every week.
- Controlled the local destination as well as International flights of the key personnel of SRCA especially the Regional Director.

SENIOR INSTRUCTOR & PRINCIPAL

Al-Huda Educational Academy [Peshawar, Peshawar]

September 2000 - July 2002

- Managed financial record of the Academy.
- Completely maintained the syllabus of the Academy throughout the year.
- Effectively managed different kinds of official data in connection to the Academy.
- Played a key role in proper advertisement of the Academy in the society.
- Controlled and checked the attendance record of the Academy's Teachers/Instructors.
- Made sure the Constructive understanding between the staff and management of the Academy.

- Managed all the activities of the Academy.
- Attended several meetings representing the Academy.

SENIOR INSTRUCTOR & PRINCIPAL

IMS EDUCATIONAL ACADEMY

February 1998 - June 1999

- Worked for bringing the Students of the Academy up to the class level in a very shortest possible time.
- Managed financial record of the Academy.
- Completely maintained the syllabus of the Academy throughout the year.
- Effectively managed different kinds of official data in connection to the Academy.
- Played a key role in proper advertisement of the Academy in the society.
- Controlled and checked the attendance record of the Academy's Teachers/Instructors.
- Made sure the Constructive understanding between the staff and management of the Academy.
- Managed all the activities of the Academy. 9. Attended several meetings representing the Academy.

EXPERIENCE AS A TRANSLATOR

[Part-Time / Freelancer]

1. A registered Freelance Translator with **Legalling Translation Agency** based in Shanghai, China and providing legal translation services.
2. A registered Freelance Translator with **CBG Konsult & Information AB** [Sundbyberg Sweden] for the languages pair [English < > Urdu].
3. Working as **Evaluator/Reviewer** with **Translated.net** [an Italy based translation agency) for the languages pair [Eng. → Urdu] besides my registration with them as Freelance Translator for Pashto, English & Arabic languages. The selection as Evaluator/Reviewer was made on the quality of my translation.
4. Registered with **Trans Gulf Management Consultants** (Translation & Interpretation Services, Sharjah – UAE) for audio/video remote interpretation from Urdu, Pashto & English into Arabic and vice versa.
5. A registered Freelance Translator with **Language on Demand - LOD** (Inc. Washington, DC, metro area) for English to Urdu pair of languages.
6. A registered Freelance Translator with **Linguava 12106 NE Marx St. Portland, OR 97220** for translation services between Pashto, Urdu, Arabic & English languages.
7. A registered Freelance Translator with **Global Listings Translation, London**, for translation services between Pashto, Urdu, Arabic & English languages.
8. A registered Freelance Translator with **BayanTech**, a leading language service provider, with Headquarter in Egypt and branch offices in Saudi Arabia, UAE and South Africa.
9. A registered Freelance Translator with **Mali Translation & Adaptation Services** [Lahore Pakistan] for Translation and Proofreading Services in any combinations of Urdu, English and Arabic pair of languages.

10. A registered Freelance Translator with **MSS Cape Town** – The Language Agency [Roeland Square, Unit 28, Roeland Street, 8001 Cape Town, South Africa] as Translator, Proofreader, Editor for Urdu, English and Arabic languages.
11. A registered Freelance Translator with **LocaDifferent.com**, Regional Language service provider and specialized in Middle Eastern, and African languages, [16 Magdy Salama st. Takseem Al Lasilky, Maadi, Cairo, Egypt] for English to Urdu and English to Pashto languages combination.
12. A registered Freelance Translator with **[UAB “Synergium”, Company Code 300100530, registered at Kareiviu g. 11B, Vilnius, Lithuania]** as a Freelancer Translator for English to Arabic Pair of languages.
13. Working as a Professional Translator in the languages’ combination of Urdu, English and Arabic for **MY CURRENT EMPLOYER [CTHMRC]** since 2006 where I’m supposed to translate routine correspondence, different contract agreements as well as project reports.
14. Translated **news clippings** that were published in different newspapers in Pakistan during the **years 2010, 2011 and 2012** regarding the day-to-day relief activities of my current employer **[CTHMRC]**.
15. Working as a Part-time Translator for **DAR-UL-ILM**, a registered company based in Islamabad and providing services in the field of Publishing, Printing and Translation in the languages of Urdu, English and Arabic. The translation department of the company is accredited and recognized by the Foreign Missions in Islamabad especially those of the Arab countries since 1980. I have been translating legal and commercial documents and various types of contracts, letters and other documents from and into Arabic, English and Urdu languages.
16. Worked with **Institute of Arabic Language, Islamabad Pakistan** as Arabic to English Translator and vice versa. The institute is a well-known and accredited center for Arabic language and offers courses in Arabic language and is managed by Prof. Dr. Obaid-ur-Rahman, a Ph.D. scholar attached with the faculty of Translation & Interpretation of International Islamic University, Islamabad.
17. Translated several projects books for my current employer from English into Arabic languages in addition to translating the website of the organization from Arabic to English.
18. Help the Ph.D. students of International Islamic University – Islamabad, Pakistan by translating the Synopsis of their Ph.D. from Arabic to English for onward submission to the University Management.

EDUCATION QUALIFICATION

1. **SPECIAL DIPLOMA IN ARABIC LANGUAGE**
National University of Modern Languages (NUML), Main Campus, Islamabad [June 2007]
2. **F. SC. PRE – ENGINEERING DEGREE**
Government College Peshawar Pakistan [July1998]
3. **SECONDARY SCHOOL CERTIFICATE EXAMINATION** (10 years School Education)
Board of Intermediate & Secondary Education, Peshawar [April 1995]
4. **ONLINE ENGLISH PROFICIENCY TEST**
Expert Rating an ISO **9001-2000** certified company offering online certification and training services to individuals and companies in over 60 countries [2008].

CERTIFICATE COURSES

- **Certificate in Typing Training Course** from Peshawar Type & Shorthand Commercial College Asia Gate Peshawar City @ of **(60) words per minute (2005)**
- **Certificate in Visual Basic** form COMSATS Computer Institute obtaining Grade "A" (2004).
- **Certificate in Web Animation & Graphics** from CECOS Data Institute Peshawar obtaining Grade "A" (2003).
- **Certificate in Office Automation** from CECOS Data Institute Peshawar obtaining Grade "A+" (2002).

SPECIAL ACHIEVEMENTS

- I have **been Vice-Captain** of the School Cricket Team.
- Obtained a **Driving License** from **Islamabad Traffic Police** - Pakistan.
- Honored with a **Best Employee Certificate** by the Management of **SRCA**.
- Honored with a **letter of Best Performance & Good Conduct** by the Management of **SRCA**.
- Honored with a **Best Management Certificate** by the Management of **PCA**.
- Honored with a **Certificate of Most Regular & Punctual Teacher** from **PCA**.
- Honored with a **Certificate of Performance for Extending Excellent Efforts for the Cause of Promotion Relief Work** by the Management of **SPAPEV**.

LANGUAGES PROFICIENCY

- **Arabic** (Professional working proficiency)
- **English** (Professional working proficiency)
- **Urdu** (Native or bilingual proficiency)
- **Pashto** (Native or bilingual proficiency)

SKILLS & EXPERTISE

- Pleasing personality.
- Proven experience as an administrative assistant, virtual assistant or office admin assistant.
- Knowledge in dealing and communicating with different people.
- Vast knowledge in record keeping.
- Sufficient knowledge of using different computer applications.
- Able to do multi-tasking with meeting deadlines.
- Attentive and very keen to details and problem solving skills.
- Proficient in MS Office and Windows Operating System Environment.
- Excellent written and verbal communication skills
- Strong organizational and time management skills with a proven ability to prioritize and work independently.
- **Have good command on Urdu, English and Arabic languages both written & spoken.**

EXTRA COMPETENCIES

- Microsoft Office
- PowerPoint
- Microsoft Word
- Microsoft Excel
- Outlook
- Using Photocopier
- Digital Cameras
- Scanners
- Fax Machine
- Installation of different kinds of Software including Win 98/2000/Xp
- Operating different Computer Programs/Packages

REFERENCES

Will be provided on demand