Name **Rizwan Farooqi **

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Nationality German

**Professional Profile**

* A conscientious **Business Skills trainer** and **Interpreter** with over **10 years** of extensive experience in business coaching, negotiating skills and providing professional business tutorials to international companies such as Fuji Film and banks including the German Federal Reserve Bank and the CEO of a cooperative bank.
* Experience includes working for many major multinational national companies, **on a contract basis**, in Germany.
* Trilingual fluency in English, German and Urdu/Hindi.
* Full working proficiency in **English**, **German** and **Urdu**.

**Key Skills**

* Training clients of different hierarchical levels
* Designing and delivering high-level plans and learning interventions whilst taking into account short timeframes
* Tailoring specific courses for management staff
* Authoring material according to requirements
* Demonstrating the ability to boost confidence and motivate staff
* High level of attention to detail
* Fluent in **English**, **German**, **Urdu** and **Hindi**
* MS Office

# Education

Degree Course **Bachelor of Commerce**  1988 - 1992 Institution University of Karachi

Degree Course **Multilingual Communication** (in progress)

Institution University of Applied Science Cologne, Germany

Detail: All exams are carried out apart from French. Thesis needs to be ……………………………submitted after taking all French related translation exams.

**Employment History**

**Interpreting**

Organisation **Bingöl Sprachdienste**  Oct. 2004 – Dec. 2008 Details Interpreted for German police,Federal Office for migration and ……………………………refugees, Court hearings, on a free-lance basis. Language ……………………………combinations:

 **1.** German into English

 **2.** English into German

 **3.** German into Urdu

 **4.** Urdu into German

Organisation **Lingua-World**  Mar. 2005 – Sept. 2014

Details Interpreted for German police,Federal Office for migration and ……………………………refugees, Court hearings on a freelance basis. Language ……………………………combinations:

 **1.** German into English

 **2.** English into German

 **3.** German into Urdu

 **4.** Urdu into German

**Business Skills Coaching**

Organisation **Fujifilm Europe GmbH**  Nov. 2010 – Sept. 2014 Details Designed a course to promote strong business methodology; … n including body language confidence, telephonic business c communication as well as client-facing tactics. The course was a l longstanding one provided to people of all levels. I managed to r ……………………………bring them up to a standard level, which was challenging but ulti-

at emately very successful.

Organisation **Sparkasse** Sept. 2009 – Jan. 2012

 *Leading Corporative German Bank*

Details Tailored course for CEO on how to negotiate effectively. Also ta tailored a specific course so that he could utilise business skills o at all levels.

Organisation **Mercedes-Benz AG** *(Daimler)* June 2011 – Sept. 2014 Details Tailored courses to ensure a high level of business skills a application, especially where certain skills were absent and p promoted specialised technical terminology in English.

Organisation **ECE Architecture** Sept..2011-.Sept..2013 ……………………………*Leading.Construction.Company* Details Designed and delivered courses to promote specialised technical term terminology and external business communication.

Organisation **Wurll Klein** Nov..2011-.Dec..2013 …………………………….*specialised employment* *law firm* Details Designed training applying law terminology while communicating it with English speaking clients and enhanced existing business s skills to ensure high quality communication.

The other firms that I have designed and delivered courses for since 2003 include:

* Hewlett Packard (1 year)
* Siemens (3 months)
* Wurll Klein Law Company (1 year)
* EON (1 year)
* ENI (6 months)
* Volkswagen (3 months)
* ECE architect/construction firm (2 years)
* Boston Consulting Group (6 months)
* German Ministry of Employment and Social Affairs (1 year)
* Deutsche Telekom (3 months)
* Deutsche Bank (3 months)
* Kienbaum Headhunting company (6 months)

All training, face-to-face sessions and workshops were tailor-made, designed and delivered within the timeframe specified by company clients to train their staff. The training usually catered for all external and internal business communication. Learning strategies were also taken into account to meet the desired result within specified deadlines. The contents, methods, sequence, structure and media were carefully selected to ensure high degree of success.

 **References**  Available upon request.