***saif\_glt@hotmail.com/ khalid.tasmim@gmail.com***



***+923554370077 / +923100989830***

# Objective

*  To obtain a challenging position which enable me to

utilize my potential capabilities

# Educational qualification

* (Primary) Dar Ashbal Al-Shohda. (International Islamic Relief Organization Saudi Arabia) - Gilgit-Pakistan.
* (Medium) Dar Ashbal Al-Shohda (International Islamic Relief

Organization Saudi Arabia) - Gilgit-Pakistan.

* (Third secondary and first secondary) Dar Ashbal Al-Shohda (International Islamic Relief Organization Saudi Arabia) -

GilgitPakistan.

* Diploma (equal to HSSC) in religious Sciences and Arabic language from the Institute of Abu Hanifah high qualification teachers (World Assembly of Muslim youth-Saudi) – Peshawar- Pakistan.
* Bachelor of Arabic language from International Islamic University in Islamabad, 2011.

# Work experience

* I have worked as English, Arabic and Urdu Typist for many years in Saudi Arabia & Pakistan.
* I worked as a news editor in various local newspapers in Pakistan for 5 years.
* I worked as an Arabic language teacher in Pakistani schools for 3 years.
* I worked as a graphic designer in several companies and institutions in Pakistan and Saudi Arabia.
* I worked as a secretary for Pakistani and Saudi organizations for 5 years.
* I have worked in the field of Islamic research, & collecting references in Saudi Arabia for five years and two years in Pakistan.

# Skills & responsibilities

* Very good in Internet surfing in Arabic, English, Urdu.
* Very Fast in Typing Urdu, Arabic, Pashto and English.
* Basic Turkish language for communication.
* Good in Working on (MS Word, PowerPoint, Publisher, InPage, CorelDraw, Photo Shop).

***Translation Skills***

* Translating experience from & into Urdu , Arabic,Pashto and English.
* Translating experience in News and reports from & into Urdu , Arabic, Pashto and English.
* Translating and Summarizing experience in Arabic, Urdu, Pashto and English paragraphs.

# Computer skill

➢ Editing schedules and reports with Microsoft office in Urdu, Arabic, Pashto And English.

# Personal skills

# Honest

* Hard worker
* Co-operator with staff

# Interests & hobbies

* Reading newspaper
* Researchin on Islamic and historical topics
* Writing stories and Columns
* Collecting poetries

# Personal information

# Father’s name Naimatullah

D.O.b January 1, 1987

P.O.B Gilgit / Pakistan

Address Jageer Baseen, Gilgit, Pakistan

Languages Urdu, Arabic & Pashto

# Declaration

▪ I request to you that kindly give me opportunity in any field to serve your organization