**CURRICULUM VITAE**

**PERSONAL DETAILS - SHAHZAD ALAM**

Residential Address: A-774/2 Prem Nagar, Paharganj, New Delhi- 110055

Father’s Name: Mohd Junaid Alam

Mobile: +91 7011521791

Email Address: shahzadghazali@gmail.com

Date of Birth: 15 January 1990

Marital Status: Married

Nationality: Indian

**CAREER OBJECTIVE**

To serve the organisation to the best of my ability, to gain immense practical exposure and become professionally trained to handle critical situations.

**EDUCATION HISTORY**

2014-16 **Jamia Millia Islamia**, New Delhi, INDIA

 *Master of Arts (Arabic)*

2011-14 **Jamia Millia Islamia**, New Delhi, INDIA

*Bachelor in Arabic Language and Literature with English as a subject*

2011 UPME Board, Lucknow,Uttar Pradesh, INDIA

*10+2*

2009 BSME Board, Patna, Bihar,INDIA

 *10th*

**OTHER CERTIFICATES**

2014-15 **Jamia Millia Islamia,** New Delhi INDIA

*Advanced Diploma in Modern Arabic Language &*

 *Translation*

2013-14 **University of Delhi,** New Delhi INDIA

*Diploma in Modern Arabic Language & Translation*

**WORK EXPERIENCE & COMPANY (Total Experience: 5.04 years)**

I am working as an Arabic Language Specialist since more than 5 years in TBO Holidays, Gurugram, Haryana, India.

**Responsibilities & Teams:**

**Offline Hotel Booking Team**

* To translate all the travel related contents from/into Arabic.
* To study the reviews of the clients from Middle East and summarize them in English for management to review.
* To scrutinize the documents sent by the clients from Middle East for registration with TBO Holidays.
* To handle the queries being sent by Middle East agents in Arabic.
* To talk to agents from Middle East and discuss with them to resolve if there was any issue or any confusion to bring them on board.

**Dynamic Packages Team**

Here my role was to translate all the travel & tourism related contents from English into Arabic. I have created holiday packages in Arabic for them to sell. I also translated their website contents. [packages.tboholidays.com](http://www.tboholidays.com) into Arabic.

**UI Team, TBO Academy**

In UI Team, my role is to design Flyers and Mailers in Arabic for marketing purpose.

**TBO Academy,** a part of UI Team, is an e-learning platform for travel agents across the globe. Here my job is to translate Business, Experience,

Hotel & Destination courses from English into Arabic.

**Zamzam.com**

Here I translated all the contents to Arabic and gave support to design Arabic portal of this website. This is a B2B & B2C portal which provides Umrah services for Hajj & Umrah Pilgrimages.

**Language and other Skills**

**Language Skills:**

* Urdu - Native Tongue
* English, Arabic, and Hindi - (reading, writing and communication skills), Persian (only reading)
* **Ability to translate from English into Arabic and Urdu and from Urdu and Arabic into English.**

**Computer Skills:**

 Basis Computer Skills (Word, Excel, Office and PowerPoint)

* English, Urdu and Arabic Typing Skills – with 35-40 words per minute

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines and delver the projects on the stipulated times.
* Excellent oral and written correspondence with an exceptional attention to details.
* Highly organised with a creative flair for project work.

**INTERESTS AND ACTIVITIES**

Reading novels, newspapers and watching wrestling.

**Declaration:**

I hereby declare that all the above information provided by me is correct to the best of my knowledge and belief.

SHAHZAD ALAM

 PLACE: DELHI