**R E S U M E**

H. No.3117 Azizuddin Vakeel Street,

 Kucha Pandit, LalKuan,Delhi110006

 Contact no: 91-8802098990(M)

**SUHAIL IQBAL** E-mail:mohdsuhail88020@gmail.com

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**WORK EXPERIENCE**

* Worked as Office Assistant in Bird Infotech Services for two years in 2011 & 2012.
* Worked as a Freelance Interpreter in Hospitals (Fortis-Huda city centre and Max (Saket) in January 2014 to December 2015.
* Also worked as a Freelance Translator (Arabic, English & Urdu) for two years in 2016 & 2017.
* Indulged in translation of several documents comprising Trust deed, power of attorney, marriage, birth and experience certificates in addition to company’s registration certificates, memorandum, financial report, commercial, medical & technical documents etc. for **Iraq**, **Libya**, **Qatar**, **Dubai in part time** and the Documents for **Saudi Arabia** are attested by **Dr. Zubair Farooqi** (Ex Professor of **Jamia Millia Islamia**).
* Recently I am verifying the Arabic documents of the different companies of Qatar.
* Six months experience in Nexxuspay in verifying Arabic documentation.

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**ACADEMIC QUALIFICATION**

* Passed Secondary from C.B.S.E in Delhi in 2002.
* Passed Senior Secondary from C.B.S.E. Delhi in 2004
* B.A (Hons.) Arabic language & translation from Delhi University in 2008.
* Advance Diploma in Arabic language & translation from Delhi University in 2016.

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**PROFESSIONAL QUALIFICATION**

* M.S. Office from Atif Computer Training Centre Lal Kuan, Delhi-6.
* D.T.P from Atif Computer Training Centre Lal Kuan, Delhi-6.

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**PERSONAL DETAILS**

* Father’s Name: Mr. Iqbal Husain
* Birth Place & Date : Delhi, 4th August, 1986
* Languages known: English, Hindi, Urdu & Arabic

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(SUHAIL IQBAL)