**Syed Muhammad Saad**

***9-4-136/B/1, Adam Manzil, Raghava Colony***

***Seven Tombs Road, Toli Chowki, Hyderabad, India***

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* **Carrier Objective**

To attain an impressive footprint in to the hearts of the candidates and a long lasting relationship with them, by showing my expertise and skills into the field of translation, thereby maintaining the decorum of the agency.

* **Employment History**
* **Head Master, Azaan International Institute of Islamic Studies** **[Jan. 2011 - Present]**

{At “Azaan International School”, Hyderabad, TS, India}

Responsibilities

* Heading the discipline committee 🞟 Heading Islamiyat Section
* Heading Hifz and Nazirah section 🞟 Heading Qur’anic Arabic Section
* Responsible for over all development of the students, teachers and the Institution in terms of planning & excecution, Training, leading and setting the rules and guideline.
* **Research Specialist {Arabic-English}** **[Sep. 2008 - Jan. 2009]**

{At “Azure Knowledge Corporation Pvt. Ltd.” Ahmadabad, Gujarat, India}

* Translate market research based Questionnaire from English to Arabic and vice versa.
* Search the links to the companies who use Information Technology and Conduct telephonic interviews and surveys in the middle east.
* Study and understand the IT personnel's opinions and preferences regarding different product brands.
* **Islamic Studies Teacher cum Warden**  **[June 2007 - Sep. 2008]**

{At “Dr. Nakadar Institute of knowledge”, Nandasan, Mehsana, Gujarat, India}

* **Technical Field**
* **Diploma In Computer Application** **[2003 to 2004]**

{At “Markaz-ul-Ma’arif Education & Research Centre”, Mumbai, India}

**Key Skills:**

* Chatting
* Composing
* Receiving & sending e-mails
* Downloading
* Troubleshooting
* Designing
* Software Installation
* Windows (Arabic, Urdu & English)
* MS. Word
* MS. Excel
* MS. Access
* Browsing
* MS. Publisher
* Power Point
* Paint & Brush
* Urdu InPage etc.
* **Education**
* **Fazil in Islamic Studies (Urdu-Arabic)** **[1995 to 2002]**

{From: “Darul Uloom Deoband”, Deoband, UP, India}

* **Diploma In English Language & Literature** **[2003 to 2005]**

{ From: “Markaz-ul-Ma’arif Education & Research Centre”, Mumbai, India}

* **Diploma In Computer Application**  **[2003 to 2004]**

{ From: “Markaz-ul-Ma’arif Education & Research Centre”, Mumbai, India}

* **Bachelor of Arts in Islamic Studies (Urdu-Arabic)** **[2006 to 2009]**

{ From: “West Bengal Madrasa College”, New Delhi, India}

* **Bachelor of Arts in Islamic Studies** **[2011 to 2013]**

{ From: “Online Islamic University”, Qatar}

* **Maulavi (Arabic)** **[2011 to 2012]**

{ From: “Lucknow Madrasa Board”, Fatehpur, UP, India}

* **Aalim (Arabic)** **[2012 to 2013]**

{ From: “Lucknow Madrasa Board”, Fatehpur, UP, India}

* **Fazil (Arabic)** **[2013 till Present]**

{ From: “Lucknow Madrasa Board”, Fatehpur, UP, India}

* **Diploma in Functional Arabic (Arabic)** **[2013 to 2015]**

{ From: “National Council for Promotion of Urdu Language Delhi”, Kanpur, UP, India}

* **Achievements**
* Playing a key role in preparing a model “Islamic Studies Syllabus” from Nursery to 10th for English spoken Islamic Schools.
* Attended a 15-day “English Language Skills Workshop” held by the “Embassy of the United States of America” at the Institute of Social Sciences, New Delhi, India.
* Participated and delivered a speech on “Usage of Modern Technologies in Learning and teaching” in an ‘INTERNATIONAL SEMINAR’ organized by Al-M’ahad-ul-Aali Al-Islami, held at Hyderabad, India.
* Organized a twenty-day work-shop on English Language for Madrasa teachers.
* Organized many workshops on classroom management.
* Organized many traning sessions on how to plan lessons and daily activities for students.
* **Languages Known**
* Urdu, Hindi, Arabic and English, (reading, writing, and speaking)
* **Expertise and Areas of Interests**
* Translation {Arabic, English, Urdu}.
* Journalism
* **Personal Profile**
* Date of birth: January 1, 1983.
* Place of birth: Hathaura, Distt Banda, UP, India
* Marital Status: Married
* Nationality: Indian

Signature