**CURRICULUM VITAE**

**ZAFEER AHMAD**

**H. NO, 248 4TH FLOOR Gaffar Manzil Extn Jamia Nagar OKHLA, NEW DELHI 25**

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**CONTACT NO: +91 9911341848 / +91 9648585757**

**CAREER OBJECTIVE**

To continuously enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

**WORKING EXPERIENCE**

* Total two years’ experience in professional work. Details are as follows:
* Working currently with **Vaidam Healt India, Gurugram, Haryana 122001 (medical travel assistant company) as a Case Manager in patient relations team since Jan 2019.**
* From May 2017 to March 2018, worked as ***Arabic / Urdu to English and vice versa translator*** at Delhi-based Company named **Press Monitor, Business news and information service, Pvt Ltd,** dealing with translating and summarizing the TV debates and talk shows.
* Working at the same company as **freelance translator** from March 2018 onwards.

**ACADEMIC QULIFICATION**

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| --- | --- | --- | --- |
| **EXAM / DEGREE** | **BOARD / UNIVERSITY** | **YEAR OF PASSING** | **PERCENTEAGE** |
| M.A. ARABIC | UNIVERSITY OF DELHI | 2018 | 81.43 |
| B.A (H) ARABIC | JAMIA MILLIA ISLAMIA | 2016 | 75.80 |
| CEP (COMMUNI ENGLISH PROG) | JAMIA MILLIA ISLAMIA | 2013 | A grade |
| FADHILAT = 12TH | DARUL ULOOM DEOBAND | 2011 | 75.70 |
| ALIM = 12TH | UP MADRSA EDUCATION BOARD | 2012 | 62.55 |
| MUNSHI = 10TH | UP MADRSA EDUCATION BOARD | 2009 | 63.28 |

**COMPUTER SKILLS**

* General: Basics of Computer Hardware & Software.
* Good at using Ms-Office (Ms-Word, Ms-Excel, Ms-Power Point)
* Typing: Arabic & English, 25 & 28 WPM respectively,

**JOB SKILLS**

* Ability to work in a team.
* Committed to work in project deadlines and schedules.
* Organized and well-structured at work.

**EXTRA CURICULAM ACTIVITIES**

* Gen. Sec. Subject Association, Department of Arabic JMI in 2015-16
* Awarded **Gold Medal** by ***Jamia Millia Islamia*** as a toper of B.A. (H) Arabic batch 2013-2016.
* Awarded **Gold Medal** by ***University of Delhi*** as a toper of M.A. Arabic batch 2016-2018.
* **UGC NET** (National Eligibility Test) qualified in July 2018.

**PERSONAL DETAILS**

Father’s Name : Arshad Husain

Date of birth : 05.01.1990

Nationality : Indian

Marital Status : Single

Languages Known : Arabic, English, Urdu, and Hindi

**DECLARATION**

I, ZAFEER AHMAD, hereby declare that the information and facts given above are true to the best of my knowledge and belief.

Date:

Place: **(Zafeer Ahmad)**