



## Mohammad Zahidul Islam

### CONTACT



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### LANGUAGES

<b>Arabic:</b>	Semi-Native	(R. W. S.)
<b>Bengali:</b>	Native	(R. W. S.)
<b>English:</b>	Excellent	(R. W. S.)
<b>Hindi:</b>	Very Good	(R. W. S.)
<b>Urdu:</b>	Very Good	(R. W. S.)

### CAREER OBJECTIVE

To build up a career in challenging and rewarding position in the arena of translation, interpretation, journalism, research and analysis with any national, international, multinational, and foreign organization, company, embassy and mission, where talent, creativity, sincerity, skill and performance are the criteria for one's appraisal and recognition.

### PRESENT STATUS

**September 2018 – Ongoing**

Position : **TRANSLATOR & INTERPRETER**

Employer : **Embassy of the United Arab Emirates**

Address : 191 Gulshan North Avenue, Gulshan 2, Dhaka 1212.

#### Major Responsibilities:

- To translate the concerned important news, reports and articles published in the newspaper, magazine; and documents, incoming and outgoing official letters of the embassy; political, financial and other reports & analysis, brochures, prospectuses, guide and so on; from and into Arabic, Bengali, English, languages.
- To interpret at different meetings and conferences from and into Arabic, English and Bengali.
- To prepare reports on ongoing political, social and economic and other situations as well as other current issues in Bangladesh in both Arabic and English.
- To draft official letters, memoranda, note verbal, etc. in Arabic and English.
- To carry out research and analysis on different issues imposed by the embassy.

### EDUCATION

<b>Executive MBA</b> , major in Administration Southeast University, Dhaka, Bangladesh	<b>2009</b>
<b>Master of Arts in Arabic Language</b> Darul Ihsan University, Dhaka, Bangladesh	<b>2005</b>
<b>Bachelor of Arts (Hons) in Arabic Language</b> Darul Ihsan University, Dhaka, Bangladesh	<b>2003</b>
<b>Certificate in Arabic Language</b> Islamic University of Madinah, Saudi Arabia	<b>1999</b>

## COMPUTER SKILL

Having good command on:

### Operating System



Word, Excel, Access, PowerPoint, Outlook, Publisher



### System Analysis and Networking



### Graphic Design



### Audio & Video Editing



## TYPING SPEED

**Arabic:** 40 words per minute

**Bangla:** 40 words per minute

**English:** 50 words per minute

## CAT Tools



## TECHNICAL QUALIFICATION

**2000**

### DIPLOMA IN COMPUTER SCIENCE & TECHNOLOGY

A six-month diploma course on computing conducted by National Training and Research Academy for Multilingual Shorthand (NTRAMS), Bogra, Bangladesh.

## TRAINING COURSE

**2011**

### TRAINING COURSE FOR THE TRAINERS ON ECOTOURISM PLANNING AND MANAGEMENT

Organized by Asian Productivity Organization, Japan; and implemented jointly by the Development Academy of the Philippines, International School of Sustainable Tourism, Subic Bay, the Philippines; and Department of Tourism, the Philippines.

## PROFESSIONAL EXPERIENCE

**July 2016 – June 2018**

Position : **Translator & Interpreter**

Employer : Center for International Education and Development- CINED  
DHAKA AHSANIA MISSION, [www.ahsaniamission.org.bd](http://www.ahsaniamission.org.bd)

Address : House 19, Road No 12, Dhanmondi, Dhaka 1209.

### Major Responsibilities:

- To translate books, journals, brochures, prospectuses, essays, documents from and into Arabic, Bengali, English, languages as well as to edit.
- To interpret consecutively & simultaneously at different international conferences from and into Arabic, English and Bengali.
- To draft official letters, memoranda, note verbal, etc. in Arabic, English and Bengali.
- To carry out research and analysis on different social issues.

**February 2012 – May 2016**

Position : **Country Manager**

Employer : **Islam Trading Consortium Ltd., Iraq Branch**

Address : Arasat Al-Hindiya, Baghdad, Iraq

### Major Responsibilities:

- To maintain office administration
- To coordinate with the concerned Iraqi government bodies.
- To interpret official discussion from Arabic to Bengali and English and vice versa.
- To draft official letters, memoranda and note verbal, etc. in Arabic and English.
- To translate official documents and letters from Arabic to English and vice versa.

## TRANSLATION CAPACITY

<b>Translation:</b>	3000-4000 words
<b>Editing:</b>	5000-6000 words
<b>Proofreading:</b>	6000-7000 words

## ADDITIONAL EXPERIENCES



I work as a freelance journalist and write on different social, political, religious and international issues in different newspapers, magazines, journals, etc.

### Arab-Bangla Writers and Journalists Forum - ABWJF



I have established "Arab-Bangla Writers and Journalists Forum - ABWJF" with journalists and writers of Bangladesh and different Arab countries.

### Ecotourism Federation in Bangladesh - EFB



I am the Secretary General of Ecotourism Federation in Bangladesh – EFB, an organization committed to the wellbeing of nation's ecological status.



I have translated several books and large government official documents in Arabic, Bangla and English.

## PERSONAL INTERESTS

Computing, Learning Language, Reading, Gardening, Traveling, etc.

## January 2008 – January 2012

Position : **Senior Translator**  
Employer : **Friends' Translation Center**  
Address : Banani Supermarket, Kemal Ataturk Avenue, Banani, Dhaka

### Major Responsibilities:

- To translate different documents, essays, journals, etc. from and into Arabic, Bengali and English
- To supervise translation works.

## December 2005 – December 2007

Position : **Senior Translator**  
Employer : **Friends' Translation Center**  
Address : Banani Supermarket, Kemal Ataturk Avenue, Banani, Dhaka

### Major Responsibilities:

- To translate different documents, essays, journals, etc. from and into Arabic, Bengali and English.

## PERSONAL PROFILE

Father's Name: Mohammad Abdur Rashid  
Mother's Name: Mrs. Mahmuda Rashid  
Date of Birth: 01 January 1979  
Place of Birth: Sirajganj, Bangladesh  
Gender: Male  
Nationality: Bangladeshi  
Permanent Address: East Lakshmikola, Raiganj, Sirajganj, Bangladesh.  
Marital Status: Married  
Religion: Islam  
National ID No.: 1478133141

## REFERENCES

**A. Professor Dr. Mohd. Ma'sum Billah**  
Professor of Finance, Investment and Insurance  
Institute of Islamic Economics  
King Abdul Aziz University, Jeddah, Saudi Arabia  
**Email:** profdrmasumbillah@yahoo.com  
**Cellphone:** +966535794028

**B. Dr. Abdullah Farooque**  
Military Attaché  
Royal Embassy of Saudi Arabia, Dhaka, Bangladesh  
**Email:** drabdullahfarooque@gmail.com  
**Cellphone:** +8801715060540

Signature:   
Date: 27 August 2019