

Dr .Syed Mohammad Mujtaba Hussain

Mobile : +971557385030/+971505380698 (UAE)

E-mail: mujtaba_nadvi@yahoo.com

Skype: mujtaba_nadvi

Total Experience: 19 Years

A. Professional Experience: 13 Years

1. Presently working as a ***Translator*** for Arabia Taxi, Abu Dhabi, UAE since 2011

Responsibilities:

- Translating Notifications, Agreements, Circulars, Reports of Government and Semi Government Departments into and from (Arabic, English Hindi, and Urdu)
- Drafting interoffices memos, Minutes of meetings etc....
- Handle tasks of reviewing content from initial to final copy for basic proofreading issues - grammar, typos, and context errors
- Responsible for reviewing final submitted all types of drafts.
- Perform responsibilities of editing in terms of consistency in the use of English, Arabic, Hindi and Urdu languages
- Interpreting with the delegates, Staffs
- Executive secretarial and administrative support in Processing of Residency Visa, Trade Licenses, Labor Card applications and its renewals as per the UAE Labor Law.

Worked as Freelance Translator for:

- The Rosetta Foundation, Dublin, Ireland.
- Environment Agency, Abu Dhabi
- Cambridge Legal Translators, Abu Dhabi, UAE
- AL Shayeg Media, Dubai, UAE
- The Kreative Academy, Dubai, UAE
- Near East Legal Translators, Abu Dhabi, UAE
- Linguist House, Abu Dhabi, UAE
- Go Transparent Translation Agency, Dubai, UAE

Notable Translation Projects:

- Translated website of Ministry of Interior, United Arab Emirates.
 - Translated documents for Federal Transport Authority- Land & Maritime, UAE
 - Translated Driving Manual of Bus, Light Vehicle and Motor Cycle of Road and Transport Authority (RTA), Dubai United Arab Emirates
 - Translated software keys in Arabic, Urdu, Persian, and Hindi and vetted them for NMEICT ERP Mission Project (Government of India with the collaboration of Aligarh Muslim University and Indian Institute of Technology, Kanpur, India)
 - Translated Spoken Tutorials, A Project of Government of India offered from Indian Institute of Technology, Bombay, India
2. Worked as a ***Translator*** at Aligarh Muslim University, Aligarh, India from March 2011 until Sep 2011.

Responsibilities:

Translated software keys and vetted them in Arabic, Urdu, Persian, and Hindi for the project funded by the government of India related to online Library Management System with the collaboration of Aligarh Muslim University and Indian Institute of Technology, Kanpur, India

3. Worked as ***Producer- News*** for HY TV, Hyderabad, India from December 2008 to June 2010.

Responsibilities:

- Translating news from different national and international source such like Associated Press, Reuters, DW, PTI in Arabic, English, Hindi and Urdu.
 - Conducting Interviews, Making Documentaries
4. Worked as a ***Reporter/Copy Editor*** for E-TV News Hyderabad, India from March 2003 to November 2008

Responsibilities:

- Gathering News
- Scripting News
- Translating News scripts from and into (Arabic, English, Hindi and Urdu)
- Editing scripts

B. Academic Experience: 6 Years

- Working as *Language Subject Matter Expert* for the National Foreign Language Centre at the University of Maryland, USA (Freelance) since 2016
- Working as *Freelance Arabic Instructor* for Global LT, Michigan, USA in UAE since 2015
- Working as *Arabic Trainer* for One Tongue, Cairo, Egypt in UAE, (Freelance) since 2015
- Working as *Arabic Trainer* for Quintessential 4 Media, Dubai, UAE, (Freelance) 2016
- Worked as a *Teacher and Language Consultant of Urdu* for the Department of Urdu, Aligarh Muslim University, Aligarh, India from 2001 to 2003
- Worked as a *Teacher and Language Consultant of Hindi* for the Department of Hindi, Aligarh Muslim University, Aligarh, India from 2001 to 2003
- Worked as a *Teacher and Language Consultant of Arabic, Urdu and Hindi* for the department of Computer Science, Aligarh Muslim University, Aligarh, India from 2001 to 2003

Research Works

1. Working as *Reviewer* and *Language Subject Matter Expert* for the National Foreign Language Center of University of Maryland, USA

About The University of Maryland: The University of Maryland is the state's flagship university and one of the nation's preeminent public research universities. A global leader in research, entrepreneurship, and innovation, the university is home to more than 37,000 students, 9,000 faculties and staff, and 250 academic programs. Its faculty includes three Nobel laureates, three Pulitzer Prize winners, 56 members of the national academies and scores of Fulbright scholars. The institution has a \$1.9 billion operating budget, secures \$550 million annually in external research funding and recently completed a \$1 billion fundraising campaign. The University of Maryland is ranked No. 19 among public universities and No. 21 for most innovative schools by U.S. News & World Report, as well as No. 16 among public universities by Forbes. According to The Princeton Review and Entrepreneur Magazine, UMD is ranked No. 10 overall for undergraduate entrepreneurship programs. The

university is recognized for its diversity, with underrepresented students comprising one-fourth of the student population. For more information about the University of Maryland, visit www.umd.edu.

About The National Foreign Language Center: The National Foreign Language Center (NFLC) is dedicated to promoting a language-competent society by developing and disseminating information that informs policy makers. The mission of the NFLC is to improve the capacity of the U.S. to communicate in languages other than English. We implement that mission through intensive and innovative strategic planning and development with globalized institutions, organizations, and enterprises throughout the United States. The NFLC's mission is to improve the capacity of the U.S. to communicate in languages other than English. We implement that mission through intensive and innovative strategic planning and development with globalized institutions, organizations, and enterprises throughout the U.S. The NFLC pursues its mission through partnerships with private businesses, government agencies, educational institutions and organizations, foreign governments, non-governmental organizations (NGOs), and individual scholars and policy makers from around the world.

2. Worked as *Translator and Language Consultant* in NMEICT ERP Mission, Government of India Project

About The Project: NMEICT ERP Mission Project (Govt. of India). A multi-institutional team headed by IIT, Kanpur, has been awarded a Project Grant under the National Mission on Education through ICT by Ministry of HRD, Govt. of India to develop an open source Educational Resource Planning System for higher educational institutions in India. AMU is one of the nine partner Institutes. The whole system has been divided into several different modules. AMU has been assigned two very important modules LibMS and EMS. One module EMS (Election Management System) has already been implemented in IIT Kanpur server and IIT Kanpur Alumni elections were held using this software.

3. *Working as a Translator* for Spoken Tutorial, Government of India Project

About the Project: Ministry of Human Resource Development, Government of India project, 'Spoken Tutorial' makes it possible for everybody to learn software, without paying a single rupee. Learners need not travel; need no special trainer, no teachers etc. This project is using a

magical audio-video teaching tool, viz, Spoken Tutorials, which are proven to be user-friendly and highly conducive for self-learning. The learning materials for this training will be offered from IIT Bombay. The most exciting part is, not only the students will gain knowledge for free; they will be awarded certificates after an online exam, which would be of immense value during placements or promotions. Starting from training on Basic IT Skills for school students, such as Libre Office (Open Source alternative to MS Office- Word, Excel, Powerpoint), there is a variety of software for college students, such as Linux, C++, Java, PHP & My SQL and so on. All the software trained are Free & Open Source, hence no expenses on buying software licenses or no threats of using pirated versions of the software. The software is downloadable from the Internet for Free and training is also available through Spoken Tutorials for Free! School & College Students, Teachers, Entrepreneurs, etc..

Doctor of Philosophy (Ph.D.) in Arabic

Ph.D. Topic: “Ibn Sana al-Mulk and his Contribution to Arabic Literature”

About Ibn Sana Al-Mulk: Abu 'l-Ḳāsim Hibat Allāh b. Abī 'l-Faḍl Ḍja'far b. al-Mu'tamid, known as al-Ḳāḍī al-Sa'īd, Arabic poet of the Ayyūbid period famous mainly for the treatise *Dār al-tirāz* which he devoted to the genre of *muwashshah*. He was born in Cairo circa 550/1155, and died there in 608/1211; he was educated by Egyptian teachers and, like his father al-Ḳāḍī al-Rashīd, embarked on the career of *ḳāḍī*; he worked under the direction of al-Ḳāḍī al-Fāḍil, whom he joined at Damascus and to whom he dedicated some pieces of poetry; he also wrote in praise of Ṣalāḥ al-Dīn (Saladin).

Research Papers

- Dr.S. M. Mujtaba Hussain Nadvi, entitled “*Barrey Saghir Mein Arabi Adab Ka Ijmali Jaiza*” Published in International Monthly Literary Magazine “DEEDAHWAR” Boston, the United States of America in Nov 2010 (Urdu)
- Dr.S. M. Mujtaba Hussain Nadvi, entitled “*Arabi Zaban o Adab ka Mazhabi Siyaq o Sabaq*” Published in monthly international literary Magazine “Tahzebul Akhlaq” issued from Aligarh Muslim University, Aligarh, Vol 29, issue 8, August 2010(Urdu)

- Dr.S. M. Mujtaba Hussain Nadvi entitled “*Nubzatu Min Hayat AL Jahiz wa Asarahu*” Published in internationally renowned Monthly Arabic journal “Al Baas El Islami” Lucknow. Page 58-66 in Sep-Oct 2002.(Arabic)
- Dr.S. M. Mujtaba Hussain Nadvi, entitled “*Arabi Adab Aur Uski Ahmiyat*” Published in “Monthly “Kainaat” online literary magazine and also Published in daily newspaper “Pindaar” Published from Patna on 20.04.2010(Urdu)
- Dr.S. M. Mujtaba Hussain Nadvi S. M Mujtaba Hussain Nadvi, entitled “*Jarir Shaksiat Aur Shayri*” Published in fortnightly “Tameer Hayaat” issued from Majlis Sahafat o Nashryat, Darul Uloom Nadvatul Ulema, Lucknow, U.P, India, Vol no.47 issue no 13.dated 10 May 2010, and also Published in daily Urdu newspaper “Pindaar” Published from Patna on 22.04.2010(Urdu)
- Dr.S. M. Mujtaba Hussain Nadvi entitled “*Daure Ummaiyah ki Shayri ki Imtayazi Khususiyat*” published in quarterly International Literary Magazine “Fikr-o-Nazr” Aligarh Muslim University, Aligarh in Dec 2010. (Urdu)

Published Books/Book Chapters

- Compiled a book entitled “*Quran Majeed Furqan Hameed Ki Azmat*” Published from Hyderabad, India in 2011(Urdu)
- Edited a book entitled “*Kamyabi ka Raaz*” Published from Hyderabad, India in 2011(Urdu)
- Edited a book entitled “*Sukoon Qalb ka Nuskha*” Published from Hyderabad, India in 2011(Urdu)
- Edited a book entitled “*Sharm-O-Haya Ki Haqiqat*” Published from Hyderabad, India in 2011(Urdu)
- Edited a book entitled “*Noor-o-Zulmat*” Published from Hyderabad, India in 2011(Urdu)
- Edited a book entitled “*Deen Mein Tarraqui kaise Hasil Karein*” Published from Hyderabad, India in 2011(Urdu)
- Edited a book entitled “*Zahir o Batin Ko Sunatoon Sey Aarasta Kijiye*” Published from Hyderabad, India in 2011(Urdu)
- Edited a book entitled “*Chand Aham Nasaeh*” Published from Hyderabad, A.P, India in 2011(Urdu)
- Edited a book entitled “*Zikrul ALLAH ki Ahmiyat Aur Uski Zaroorat*” Published from Hyderabad, India in 2011(Urdu)

Seminar/Workshop Attended

- Participated in a two-day workshop for non-native speakers of Arabic held at the Holy Ka'aba (Grand Mosque) Complex, Makkah, cooperation with Albayan Language, Makkah, KSA in May 2016.
- Presented Research paper *“The impact of the Advertisement on Resource & Population”* at National Seminar held by Department of Geography, Aligarh Muslim University, Aligarh, India.
- Participated in the two-day national seminar on *“Biography of Prophet Muhammad (PBUH) in Modern Arabic Literature”* at the Department of Arabic Aligarh Muslim University, Aligarh, India.
- Participated in the training related to *Translation of Sciences and Social Sciences* by National Translation Mission, Ministry of HRD, Department of Higher Education, and Government of India.
- Participated in the 5th National Conference on *“Computing on National Development”* Organized by Bharti Vidyapeeths's Institute of Computer Applications and Management (BVICAM), New Delhi during March 10th, 11th, 2010
- Participated in six-month computer training program at Department of Computer science, Aligarh Muslim University, Aligarh, India

Academic Credentials

Academic Records/Achievement

- Qualified National Eligibility for Lectureship (**NET**) in Arabic in December 1999

Scholarship/Awards

- Got Merit Scholarship for outstanding Academic Performance in Masters for two years i.e. 1999-2000 by The Vice Chancellor of Aligarh Muslim University, India

Academic

- Ph.D. in Arabic from Aligarh Muslim University, Aligarh, India in 2007.
- Master in Arabic from Aligarh Muslim University, Aligarh, India with 1st Division in 2000.
- Graduate in Arabic /Islamic Science from Nadvatul Ulema Lucknow, India with 1st Division in 1998.

Professional

- Got B2.3 Upper Intermediate score in Arabic and Hindi language assessment Test conducted by Eton Institute, Dubai, UAE in 2016
- Got C1.2.Advanced score in English Language Assessment Test conducted by Eton Institute, Dubai, UAE in 2016
- Qualified English Language proficiency Test of British Council by 89% in British Council, Dubai, UAE in 2012
- Post Graduate Diploma in Mass Communication and Translation Technique in Urdu from Hyderabad Central University, India with 1st Division in 2009.
- Diploma in Mass communication from Maulana Azad National Urdu University with 1st Division in 2008.
- Diploma in Computer Applications State Government Undertaking institution Aligarh with grade A+ in 2003.
