

CURRICULLUM VITAE

Personal Particulars:

Date of Birth : 5-September-1991

Languages Known : Arabic, Urdu, English and Hindi.

Career Objective

Seeks a challenging job in a professional and growth oriented environment and thereby enhance skills and knowledge.

Educational Background:

Degree/ Examination	Institute/ Univ.Board	Year of Passing
SSC(X)	BSMEB	2005
Intermediate	BSMEB	2007
B.A.	Maulana mazharul haque Arabic Persian University	2010
M.A. (Arabic)	Maulana Azad National Urdu University	2011-2013
Diploma in Arabic Translation	MaulanaAzad National Urdu University	2013

Technical Skills:

- MS-Word, MS-Power point, MS-Excel
- In-Page Urdu
- Arabic and English Typing

Work Experience in India:

Name of Company: Nirvana Information System Pvt. Ltd Hyderabad.

Period : Since Feb-2014 to Feb-2016

Designation : Arabic Translator and Business Analyst.

Job Responsibilities:

- Doing Translation the business documents from Arabic to English working on the project basis like analyzing and summarizing the business documents and profile and marketing the same in the competitive market.
- Interacting with the clients via online system.
- Handling the Middle East clients and communicating with them in Arabic.

- Worked as Arabic teacher at **HOLY MOTHER HIGH SCHOOL** Nampally Hyderabad from 1-Jan-2013 to Dec-2014

Work Experience in Kuwait:

Name of Company: KRH / Vectrus at U.S Army Base Camp Arifjan. Kuwait

Period : Since Nov-2017 to 20-01-2020

Designation : Administrative Clerk Arabic Translator and interpreter

- ❖ Attend daily customer for Installation Access Process.
- ❖ Track daily customers sign in sheet with full data of employee sign in & out for all customers.
- ❖ Check every packet before forwarded to Army if find any errors or any type of mistakes in badging application reject the packet with Army's screening appointment.
- ❖ Make sure all paper work is correct before forward to IAO admin after Bats interview done for badging process.
- ❖ Check online sponsorship companies details is Active or not and translate name of company, owner from Arabic to English.
- ❖ After done badging process check all done packet for e.g. ASG-KU enclosure-1 completely.
- ❖ Various type of the application give to customer for further process (Country of Concern, Cat-5 or Blue badge) access and privilege for prohibited items.
- ❖ Translate for TCN employees during biometrics in Arabic, Urdu and Hindi.
- ❖ Provide daily screening report and status to the section supervisor.
- ❖ Make call every day to customers for pick up the badge.
- ❖ Data entry and filing of biometrics Receipts.

Strengths:

- Hard working and self confidence
- Honesty and Good Leadership qualities
- Sincerity

Declaration

I hereby declare that the above particulars are true and correct to the best of my knowledge.

Place: Hyderabad