**MOHAMMAD AYYUB IQBAL**

Maharastra Kanta,Tilak Nagar Kurla (w)Mumbai India

**Mob:** +918452971980

**E-mail:** **maiqbal1989@gmail.com**

**OBJECTIVE**

I look forward to secure a position, which allows me to utilize my language and translation skills in Arabic, English, Urdu and Hindi and competencies. I am keen to take up assignments to acquire experience. If given an opportunity, I shall put in my best to measure up to the expectations of the organization.

**Key skills:** Arabic-English translation, Arabic-English interpretation, Administrative assistance, Arabic-English typing, official coordination, document management, dubbing, creative writing in Arabic.

**WORK EXPERIENCE**

* Has 3.2 year experience as Arabic language expert and Arabic-English translator.
* Has worked in a company name **Moraine Group** as Arabic language expert and translator since 14th May2010 to 15th Jan2013.
* My responsibilities: Arabic-English translation, Arabic calling, multilingual market research and financial analyst, telecalling with Arab clients. Translation of commercial and economic news, files and annual reports from Arabic stock exchange into English and vice versa as per the demand of process and clients.
* Currently working as a freelance Arabic translator on projects and looking for a better opportunity.
* My responsibilities: has worked on several research projects, to collect data from Arabic website and make database on Excel spreadsheet in English.
* To conduct research surveys by Mobile and Skype with Arabic speaking courtiers as per the demand of clients.
* Fluent in Arabic-English, can speak, read,write,translate and type Arabic-English.

### PROFESSIONAL QUALIFACTION

* Diploma in Computer operating and Arabic-English typing from Edu-going Munirka, New Delhi.
* Advanced Diploma in Modern Arabic-English translation and

 Interpretation from Delhi University in with 71%.

* Diploma in Functional Arabic from N.C.P.U.L. in 2008 with A grade.

**ACADEMIC QUALIFICATION**

* B.A (Arabic-English translation) from Luck now University with 61%.
* Intermediate in Arabic-English translation from LU in Luck now UP with 57%.
* High School in Arabic-English translation from LU Board of Arabic

 in UP with 66%.

* Has learnt Arabic language, translation, Arab culture and Arab law from Darul-uloom Nadwatul Ulama Lucknow.

**TECHNICAL SKILLS:**

* Diploma in Basic Computer Application (DCA)
* Net surfing and MS office,Excel,Power Point
* Arabic-English typing

### LEISURE ACTIVITIES

* Listening to Arabic songs, news, translation articles, and blogs writing in Arabic on social sites.
* Playing badminton, cricket and chatting with Arab friends.

### PERSONAL PARTICULARS

Date of Birth : 17-02-1989

Nationality : Indian

Marital Status : Single

Languages Known : Hindi, English, Arabic, Urdu,

 Bhojpuri,Panjabi,Haryanvi.

Passport details : h1992201

Date of issue

Date of expiary :28-11-2008

 :27-11-2018

Place: Kurla (w) Mumbai (*Md Ayyub Iqbal)*