|  |  |
| --- | --- |
|  | +91-9575508823,8109140426  ggulrezaamir@gmail.com |

Gulrez Amir

|  |  |
| --- | --- |
| Objective | I aspire to work in an organization in which I can use and test my abilities to the maximum possible extent and where I can, over a period of time, enhance my skills and quench my thirst for knowledge.  I bear in mind a goal of making a difference at my place of work and in doing so, rendering myself indispensable for my superiors and colleagues. |
| Education | |  |  |  |  | | --- | --- | --- | --- | | Higher Secondary School | Saifee Boys H.S.S.  INDORE | 2002 | 52.46% | | Bachelor of Science in Biology | Gujrati Science College INDORE | 1st year  2nd year  3rd Year | 52.00%  54.00%  54.00% | |
| Other Qualifications  **Working Experience** | **Diploma**: 1years in Graphic Designing from “Master Mind” Institute, Indore (M.P.)  **Certificate** : Six month certificate course in Office Automation from TCIL (govt of India)Indore.  **Certificate**: personality and communication  development from MGM Institute, INDORE.  **Nine year experience of working as Graphic Designer for my own firm “Nayaab Computers in which I held many publishing and printing projects like Wedding cards, printing cards, flex designing, book publishing, broucher designing etc. Currently working** with**Webdunia India Pvt.Ltd.**.LabhGanga Indore, for the last six months as a freelance technical translator for English to Urdu.and having good experience of working with the following translation tools.  **Microsoft Localization Studio (LocStudio)**  **Microsoft Helium**  **Microsoft Leaf**  **Resource Studio**  **SDL Trados Studio**  **Google Translation Toolkit** |
| Volunteer Experience | Volunteered in many cultural programmes during schooling and college. |
| Languages | |  |  |  | | --- | --- | --- | | **Language** | **Written** | **Spoken** | | Arabic | Fluent | Fluent | | English | Fluent | Fluent | | Urdu | Fluent | Fluent | | Hindi | Fluent | Fluent | |
| Interests and Activities | Comparing& organizing programs |
| Hobbies | Reading the newspaper, Listening to music, Surfing the net, singing, cooking & organizing things. |
|  | |
| Personal Details | |  |  | | --- | --- | | Date of Birth: | 27thFebruary, 1985 | | Gender: | Male | | Marital status: | Unmarried | | Father’s Name: | Mr. Noman Ali Masoom | | Contact Address: | B-383, Silicon City, A.B. Road, Opp. Emrold Heights School, Rau Road, INDORE (M.P.) | | Permanent Address: | B-383, Silicon City, A.B. Road, Opp. Emrold Heights School, Rau Road, INDORE (M.P.) | |  | GULREZ AMIR | |  |  | |