

	<p>Ahmed Saeed 18 Craven Terrace Queens Road Bradford West Yorkshire United Kingdom BD1 3EY Date Of Birth: 24.07.76 Email: khurasaan1924@yahoo.co.uk Telephone: 00201064908057</p>
PROFILE	An innovative individual with an established track record in project based work in the private, public and voluntary sectors. With a clear vision of future objectives, I am keen to pursue a professional career in language research or interpretation/translation.
KEY STRENGTHS	<p>Strong analytic, diagnostic skills and personal transferable skills, within the context of intra/interpersonal and group communication.</p> <p>Capable of providing the expertise and motivation necessary to successfully deliver a major project and achieve business objectives.</p> <p>Ability to gain and maintain good working relationships at all levels</p> <p>Development and delivery of effective training modules</p> <p>Persuasive with strong negotiating skills based on a keen grasp of core issues. Perceptive and an active listener.</p> <p>Proficient in windows based computer packages.</p> <p>Sound ability to recognise and implement various research methods</p>
CAREER SUMMARY	
5/2011 to date	- <p>The British Language Acadamey (Alexandria, Egypt) Language Trainer (Part time) Free Lance Translator</p>
1/2004 to 9/2008	to <p>Calderdale Council (United Kingdom) Ethnic Minorities Project Co-ordinator (Charity Organisation)</p> <p>Developing basic skills and English language training to adult learners. Development of tailored services for refugees and providing a support mechanism for such communities in order to develop community cohesion Development and implementation of community based education and training such as; cultural awareness training, European Computer Drivers License, basic skills; capacity development courses for women. Working in partnership with local education, training and employment and voluntary organistaions, to deliver comprehensive information, advice and guidance service to ethnic minority communities. Assessment, tracking and evaluation of project performance. Preparation of financial and documentary evidence for relevant governing and awarding bodies.</p>
3/01-11/03	<p>Voluntary Action Calderdale(United Kingdom) Programmes Development Officer (NGO)</p> <p>Facilitating links between the VAC (voluntary sector support unit) and external agencies including partners, businesses and the voluntary and community sector. In this capacity, developing and implementing appropriate training and skills packages, to help tackle social exclusion, and meet the demands for learning and skills, amongst the more deprived ethnic minority communities Providing advice and support to new and existing social and community based projects in relation to project appraisals, project monitoring and other project related developments, including advice on methods of improving performance, and quality control.</p>

EDUCATION AND	
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QUALIFICATIONS		
2010-13	University of Alexandria (Egypt) Literature Department Post graduate Diploma: Modern Arabic Studies (Currently in final year, due to graduate in June 2013)	
1997-2000	University of Bradford West Yorkshire United Kingdom BA (Hons) International Relations And Security Studies. (Specialism: Middle east)	
1994-1996	Halifax New College West Yorkkshire United Kingdom A-Levels: Sociology (B) Communication Studies (C) English Literature(C)	
LEISURE PURSUITS	Football (playing and watching), travelling and meeting people from different cultures. Well versed in current affairs.	
TRAINING	Courses undertaken as part of the Continuous Professional Development (CPD) scheme. Celta (teaching certificate) Human Resources Training and Development Community Engagement Budget Control Mediation Equality and Diversity Training and consultancy Community Interpretation training Level 3	
ADDITIONAL INFORMATION	Extensive experience of working with people from developing countries and disadvantaged communities in capacity development programmes within the community in order to build community cohesion. References 1: Miss Shebana Sadiq: (Delivery Manager, Central Halifax Community Initiative)	
	2:: Mr Pervaiz Hanif (Calderdale Council) Perwaiz.Hanif@calderdale.gov.uk Linguistic abilities: English, Arabic (Fluent)	