**Curriculum Vitae**

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| **Name: Sohail Sadiq Khan****D.P.O.B: 25-05-1984, Al-Riyadh, Saudi Arabia****Address: Ho# 23, St# 16-A, B-Block, P.W.E.D, Islamabad, Pakistan.****Phone: +92-320-560-9975****Skype: abdullah0071984****Email:** gen.wanksta@gmail.com |

* **Career Objective**

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| * **To strive towards excellence & gaining experience, knowledge & various skills by presenting the education, experience & skills achieved over the years & thus benefitting myself & the organization in service.**
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* **Work Experience**

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| * **July 2016-Present, Freelance Transcriber, Translator & Writer, Various websites on the internet (like Fiver, Upwork, Transcribeme, Scirbie, etc).**
* **Mar 2014 – Mar 2016, Hyundai Engineering & Construction Co.; (Administrative Officer; Assistant to Public Relation Manager & Business Manager; Labor Affairs Clerk), Sarb-4 Project, Abu Dhabi, U.A.E.**
* **Sep 2009- Mar 2014, United Security Group L.L.C, (Security Guard). Abu Dhabi, U.A.E.**
* **July 2004-August 2009, Hardstone Fitness Gym (Coordinator), Rawalpindi, Pakistan.**
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* **Languages**

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| * **I’m fluent in Arabic, English, Punjabi & Urdu i.e. Read, Write, Speak, Translate & Interpret.**
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* **Skills**

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| * **Poly-lingual.**
* **Time Management.**
* **Team Work.**
 | * **Client Handling.**
* **Interpreter & Translator.**
* **Project Coordination.**
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| * **Education**
* **Non-academic**
* **Jan 2017, Food Safety Auditor ISO 22000, I.R.C.A & S.G.S, Islamabad, Pakistan.**
* **Nov 2016, Hotel Catering Management, M.I.I.M & Skill Development Council, Islamabad, Pakistan.**
* **July 2012, P.S.B.D License Examination for Hotels, Abu Dhabi, U.A.E.**
* **July 2012, N.S.I Hotel Security Training, N.S.I, Abu Dhabi, U.A.E.**
* **Academic**
* **2006, B.A (Political Science & Economics), University of A.J & Kashmir, Rawalakot, A J & Kashmir, Pakistan.**
* **2004, HSSC (Pre-Engineering), Pakistan International School, Riyadh, Kingdom of Saudi Arabia.**
* **2000-2002, HSSC (Pre-Medical), Pakistan International School, Riyadh, Kingdom of Saudi Arabia.**
* **1998-2000, SSC (Biology), Pakistan International School, Riyadh, Kingdom of Saudi Arabia.**
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