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

Gulrez Amir

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| 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 |

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| Higher Secondary School  | Saifee Boys H.S.S. INDORE | 2002 | 52.46% |
| Bachelor of Science in Biology | Gujrati Science College INDORE | 1st year2nd year 3rd Year |  52.00%54.00%54.00% |

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| 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 |

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| **Language** | **Written** | **Spoken** |
| Arabic | Fluent | Fluent |
| English | Fluent | Fluent |
| Urdu | Fluent | Fluent |
| Hindi | Fluent | Fluent |

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| Interests and Activities | Comparing& organizing programs |
| Hobbies | Reading the newspaper, Listening to music, Surfing the net, singing, cooking & organizing things. |
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| Personal Details |

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| 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 |
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