**Bio Data**

Name: Seraj Ahmad Misbahi

Date of Birth: 07/11/1992

Nationality: Indian

Address: Sarita Vihar, New Delhi, 110076

Mob: 8588038150 / 8800879608

Email: serajahmad097@gmail.com

**Objectives:**

Intend to build a career in a leading company, which will help me to explore myself fully and work for growth of the company as my potential. I have always been keen to reach new heights and ever ready to find the best out of me. I am extremely eager to enhance my capacity, having worked in your leading company.

**Educational Qualifications:-**

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| --- | --- | --- | --- | --- |
| Course Details | Passing Year | Program Subjects | Course Grade | University / Institute |
| High School | 2009 | Arabic, English & Urdu | First Grade with 64% | UPMSP |
| Intermediate | 2011 | Arabic, English & Persian | First Grade with 67% | UPMSP |
| Functional Diploma | 2011 | Urdu | First Grade with 60% | NCPUL |
| B.A. | 2014 | Arabic, English, & Urdu | First Grade with 72% | Maulana Azad National  Urdu University |
| M.A. | 2016 | Arabic (Hons) | First Grade with 84% | Jamia Millia Islamia |
| M. Phil. | 2018 | Arabic (Hons) | First Grade | University of Delhi |

**Technical Details:-**

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| --- | --- | --- |
| Basic Computer Science  (CABA. MDP) | Grade First | NIELIT, Chandigarh |
| CCC | Grade First | DOECC Society |
| Known: MS Word, Excel, In Page Urdu and other essential software with English and Arabic Typing. | | |

**Language Known:**

|  |  |  |
| --- | --- | --- |
| Arabic | Read, Write & Speak | Proficiency |
| English | Read, Write & Speak | Proficiency |
| Urdu | Read, Write & Speak | Proficiency |
| Hindi | Read, Write & Speak | Proficiency |
| Persian | Read, Write | Moderate Level |

**Key Skills:**

* Excellent English and Arabic speaking and writing skills.
* Retrieving articles from newspapers, magazines and internet and translate them into English and vice versa
* Familiar with translation software tools.
* Highly skilled in Word, In Page.
* Excellent communication and social skills.
* Able to work under pressure.

**Experience:**

I have been working as Arabic into English and vice versa translator since 15 February 2016 in “ **DataFlow Groups Services (India) Private Limited**” located In Noida, India. It is a pioneer Middle East based leading company for background screening. My responsibility was to translate Arabic documents into English like education degrees, employment certificates, health licenses and other professional Arabic tasks along with the Arabic call recordings to convert into English for verification purpose as well as I was responsible to initiate the calls in Arabic in respect to contact to the clients.

I have joined Aegis Global (Gurgaon) as a Senior Executive in department of operation and sales in November 2018 till 24/03/2020.

Currently, I am working as Arabic Expert in Tradologie a Noida based company which is B2B Company since October 2020. I have the responsibility of connecting international Middle East and Africa centric clients to our suppliers through Trado’s B2B platform.

**Hobbies:**

Reading books, especially written by individuals, are my cup of tea as well as cricket is my favorite game.

**Declaration:**

I undersign and certify that, to the best of my knowledge and belief, these data correctly describe my qualification, experience and me.

**Resume Updated on: 05/04/2020**

**Official Signatory: Seraj Ahmad Misbahi**