

## RESUME SUMMARY

# SHABBIR AHMAD

E-mail: [htci\\_lahore@yahoo.com](mailto:htci_lahore@yahoo.com)

Mobile: +971-50-2106374

Dubai – UAE

### PROFESSIONAL EXPERIENCE

- **THE ONE DOCUMENTS SERVICES LLC**  
(March 2014 till present) Dubai - UAE

**Designation:**

**Documents Controller / Assistant Translator**

**Introduction of Company**

- ✓ Company provides PRO Services, business consultancy, documents clearing and translation services.

**Job Responsibilities:**

- Arabic – English – Urdu Translation
- Dealing with customers and companies to provide services
- Online transactions and visa processing in Ministry of Labour U.A.E.
- Online transactions and visa processing in Naturalization & Residency Administration Department Dubai.
- Online transactions for Municipality Occupational Health Card.
- Online DHA Medical Fitness Certificates.
- Online Emirates ID applications.
- Following up for the submitted transactions to the relevant Govt. departments.
- All type of visa consultancy

- **HAFIZ TRANSLATION CENTRE**

(November 2005 to February 2014) Lahore – Pakistan

**Designation:**

**Translator / Managing Partner**

**Introduction of Company**

- ✓ Company involved in the business of translation & GCC embassies consultancy and visa documentation services

**Job Responsibilities:**

- Translation of documents (Arabic – English - Urdu and other local languages)
- Compiling Thesis & Reports.
- Translation of Islamic Books, Thesis and Reports
- Consulting for gulf countries visa procedures requirement in embassies.

- **ASHRAFIA ISLAMIC UNIVERSITY – Lahore (Pakistan)**  
(November 2005 to 2007) (in Different Branches)

**Designation:**

**Lecturer / Instructor / Controller of Examination**

**Job Responsibilities:**

- Teaching of Arabic Grammar and Translation Skills
- Teaching of Islamic Jurisprudence
- Examination Control

## ACADEMIC QUALIFICATION

- **Shahadt-ul-Aalamiya (M.A)**  
Ashrafia Islamic University, Lahore – Pakistan (2004)
- **Shahadt-ul-Aaliya (B.A)**  
Ashrafia Islamic University, Lahore – Pakistan (2002)
- **Shahadt-us-Sanviya Al-Khassa (F.A)**  
Ashrafia Islamic University, Lahore – Pakistan (2000)
- **Shahadt-us-Sanviya Al-Aamma (Matric)**  
Ashrafia Islamic University, Lahore – Pakistan (1998)
- **Tahfeez-ul-Quran**  
Wifaq-ul-Madaris, Pakistan (1996)
- **Diploma in Computer Applications**  
Diploma in computer Applications (MS Office, Hardware troubleshooting, Software Installation, Lahore - Pakistan)

## IMPORTANT SKILLS

- Translation of Islamic Books from Arabic into Urdu
- Translation of Articles and reports from Arabic into Urdu
- Translation of Documents (Arabic-English-Urdu)
- Compilation of Books, Articles, Reports and Thesis

## TRANSLATION AND CLASSIFICATION

- Translation of “Wiqaya-tu-Insan Minal Jinn wa Shaitan” into Urdu (Published & available in market)
- Translation of “La Tahzan” into Urdu (Published & available in market)
- Author of “Teen Bikhry Moti” (Published & available in market)

## EXTRA SKILLS

- General management and administration
- HR management
- Public relation
- Record keeping
- Public dealing
- Good communication skills

## COMPUTER KNOWLEDGE

- ✓ MS Office (MS Word, MS Excel, MS PowerPoint).
- ✓ Typing (Arabic / English)
- ✓ Corel Draw
- ✓ Arabic - English – Urdu typing
- ✓ Software Installation.
- ✓ E-Mailing & Web Browsing.

## LANGUAGES

	<b>Read</b>	<b>Write</b>	<b>Speak</b>
▪ Arabic	Excellent	Excellent	Good
▪ English	Good	Good	Good
▪ Urdu	Excellent	Excellent	excellent
▪ Sindhi	Excellent	Excellent	excellent

## HOBBIES

- Teaching
- Vocabulary improvement
- Word analysis
- Research regarding current affairs
- Research regarding current updates about languages
- Books, Articles and Newspaper Reading

## PERSONAL INFORMATION

Father's Name : Khushi Muhammad  
Date of Birth : 08/04/1981  
E-mail : htci\_lahore@yahoo.com  
Religion : Islam  
Nationality : Pakistani  
Passport No. : GM1169001

## REFERENCE

Will be furnished on demand.