**Curriculum Vitae**

**Name: Abdur Rahman**

Mobile: +91 8860184279

Email Address: [jourasinadvi@gmail.com](mailto:jourasinadvi@gmail.com)

**Objective**

To be a part of an organization where clients stay first and time bound delivery became will, where my skill set can play important role.

**Work experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **From** | **Till** | **Role and Responsibilities** |
| Trid India  22nd Asian athletics championships | July 05/2017 | July 09/2017 | Simultaneous Arabic to English Translator |
| Genpact | Feb-01-2016 | Jun-16-2017 | Process Developer |
| WNS Global services limited. | August 1/2013 | October 21/2014 | Sr. Associate Ops. |
| OXI-ZEN Softech Pvt. Ltd. | December 11/ 2008 | February 30/2009 | Research analyst |
| Jamia Millia Islamia | SEPTEMBER 02/2013 | 02/09/2015 | Project Fellow |

**Description**

**S. No.1**

Organization Name: Trid India (Asian athletics championships)

Designation:

Simultaneous Arabic to English Translator (Project basis)

Duration: 5 July 2017 9 July 2017

**Role & responsibilities:**

* Media briefing (Simultaneous translation)
* Arab officer’s interaction
* Reporting
* Ground assistance for Language Support
* Reporting

**S. No.2**

Organization Name: Genpact

Designation: Process Developer.

Duration: 1st February 2016 till 16th June 2017

**Role & responsibilities:**

* Arab client’s interaction
* Reporting
* Risk management
* Invoice translation

**S. No. 3**

Organization Name: WNS Global services limited

Designation: Sr. Associate Ops.

Duration: 1st August 2013 to 21st October 2014

**Role & responsibilities:**

* Invoice processing
* Dealing with Arab clients on phone and email
* Risk management
* Background verification

**S. No. 4**

Organization Name: OXI-ZEN Softech Pvt. Ltd.

Designation: Research analyst

Duration: 11th December 2008 to 30th February 2009

**Roles & responsibilities:**

* Market analyst.
* interview
* Checking opinions of Bahrain nationals about their social economical conditions.

**S. No. 5**

Organization Name: Jamia Millia Islamia New Delhi

Designation: Project Fellow

Duration: 2 September 2013 to 02/09/2015

**Role & responsibilities:**

* literature review
* Data analysis
* Report writing
* Scheduling research

**Academic Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **Year** | **Subjects** | **%** | **Division** | **Institution** |
| M.A | 2013 | Arabic | 66 | First | Jamia Millia aislamia |
| Advanced Diploma | 2013 | Translation Arabic into English | 65 | First | University of Delhi |
| B.A (Hons) | 2010 | Arabic | 60 | First | Jamia Millia Islamia |
| 10+2 | 2007 | Arabic English | 71 | First | Nadwatul Ulema LKO |

**Professional Qualification**

* DOEACC 2009 One year diploma course in computer (**DTP**)
* English Proficiency 2006 BSL, Lucknow
* Advance Diploma in Arabic, University of Delhi 2013.
* Advanced diploma in Mass media from JNU 2014.

**Extra-curricular Activities**

* NSS certificate at JMI. 2011.
* 1st prize in extempore competition, JMI.
* 2nd prize in quiz competition, JMI
* Dramatics
* Consolation prize in essay writing competition

**Personal Information**

Father’s Name: Mr. Mohd Salman

Date of Birth: 07/03/1987

Nationality: Indian

Marital status: single

Mailing Address: 429 Mansrowar hostel University of Delhi.

Passport number: R5071312

Expiry date: 31/08/2027

**Declaration:**

I do hereby declare that the information given by me is correct to the best of my knowledge.

**Abdur Rahman**