**CURRICULUM VITAE**



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**MOHAMMAD AZHAR**

**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self development and help me to achieve organizational goal.

**EDUCATIONAL QUALIFICATION**

* **M.A. (Arabic)** from Jamia Millia Islamia New Delhi in 2011
* **B.A. (Arabic & Urdu)** from Jamia Millia Islamia New Delhi in **2009**
* **Intermediate** from Jamia Islamia Sanabil New Delhi in 2005
* **High School** from Jamia Islamia Sanabil New Delhi in 2003

**PROFESSIONAL QUALIFICATION**

* **Account Payable** Training from **WBT TCS** in November 2013
* Diploma in MS office, Page maker, Adobe Photo shop and In-

Page Urdu from ASAS Computer Education Aligarh (UP) in 2009

* Certificate in **Payment Cards and Collection** from **TCS**

**Business Domain Academy** in June 2013

* **Green Belt Certified**: Underwent Lean Six Sigma training in TCS in July and got GB certificate in October 2014 after completing the project on Reduction of Cycle Time (TAT) in **Comcast Enterprise billing process**
* **Translation training** for 21 days organized by **NTM** (National Translation Mission) **Government of India**, Mysore in Feb’2018

**Work Experience**

* Currently working as a freelance translator and interpreter and consultant for Arabic, Urdu and English languages at New Delhi.

**Interpretation projects:**

1. **Finalized for Simultaneous Parliamentary Interpreter for advertisement vacancies 2016.**
2. **Worked for Knowledgeworks Bangalore for ACMA Government of India for one day project.**
3. **Worked for Henna Herbal Rajisthan for Arabic English Interpretation for Gulf business meets 3 times.**

* **CONCENTRIX Daksh Pvt. Ltd. Gurgaon, Haryana**
* Designation: Lead CRM
* Duration: From Oct 2015 to Apr 2017

**Duties & Responsibilities:**

* Advertisement review, reviewing the ad content according to the grammar e.g. full stops, commas, spaces etc. (Arabic, English & Urdu language)
* Content editing
* Providing resolution to customer’s queries via chat and email
* Translation of the advertisement (Arabic, English & Urdu)

* **Tata Consultancy Services ltd.** Gandhinagar, Gujarat
* Designation: Senior Process Associate
* Duration: From Feb 2012 to Aug 2015.
* **Worked for largest US cable provider Comcast Enterprise Billing Team as an offshore SME** and handled MIS, productivity report, and work allocation since Jan’2014.

**Duties and responsibilities**

* Creating new customers in the Billing application on the basis of service order agreement after verifying the same with the details provided in the order inventory management application.
* Identifying the fallouts occurred while creating the customer details by VDM tool.
* Getting the new team members trained on the process.
* Solving the queries of the team on new scenarios.
* Responding to the client and customer emails and providing quick solutions to complicated orders.
* Preparing the productivity scorecard of the team on monthly basis.
* Managing the productivity report (MIS) and client data on daily basis.
* Research work on increasing the productivity, reducing the TAT and finding the key pointers for customer satisfaction.
* **Worked for a Saudi Arabian Project KACST as an offshore operational support for HR, F&A domain and SCM.**

**Duties and responsibilities in HR**

* Data validation and electronic archiving
* Mitigating of missing documents of employees
* Attending calls and replying to the Onshore emails
* **Translation,** research work and categorizing the historic data of employees like all type of leaves. Letters, Educational certificates, IDs, Experiences and Sanctions.(Arabic into English & vice versa)
* Uploading the data in the UCM

**Duties and Responsibilities in F&A**

* Invoice Processing like Invoice capturing, invoice entry and review.
* Invoice attachment and report generation (**Accounts Payable activities**).
* Reconciliation in **Oracle** R12 ERP like Budget v/s reservation and commitment.
* **Designing Work for bank websites (TCS):**

Worked for Commercial bank of Qatar and some other banks of Gulf to design their website in Arabic with the help of Adobe Captivate.

* **Kulliya Zaibul Nisa Sheeshgar Bareilly (UP)**

**(An Arabic Institute)**

* Worked 2 years as an Assistant Manager cum Arabic English Teacher and trainer from Nov 2009 to Oct 2011.

**Duties and responsibilities**

* **Arabic** and English Teaching.
* Secretarial work like arranging meetings for general secretary and preparing various kinds of reports.
* Conducting interviews, interviewing and short listing new staff.
* Managing financial services like salaries and construction etc.
* **Translation Work**
* **Translation work for SAP**

Worked on PPT for introductory Translation (English to Arabic) of SAP ERP (O2C, P2P, Cash Management, Vendor data management, Human resource management, and supply chain management etc. in 2013 in TCS.

* **Translation work** for **Henna Herbal Ltd.** Rajasthan

Translated all the documents related to advertisement and paper work from English to Arabic and Vice versa for Henna Herbal Ltd.

* **Translation work for HGVS Sambhal, UP**

Translated all the documents of the society including a proposal for medical college and research institute, welfare project, women’s college project etc. from English to Arabic, Urdu to Arabic, and English to Urdu in Aug’2018.

**Computer Skill:**

* Working knowledge of **Oracle** ERP R12, (HRO, F&A and SCM)
* Expert in MS Word, Excel and Power point and Adobe Captivate 6.
* Having a good typing speed in Arabic, English & Urdu languages.

**Personal details:**

Father’s name : Jalees Ahmad

Nationality : Indian

Marital Status : Married

Date of Birth : 15-02-1988

Languages Known: English, Arabic, Urdu, and Hindi (All

Read, write and speak fluently)

Permanent Address: Garbi Masjid T&P Dhaura Tanda

Distt. Bareilly U.P. 243202

**Passport Details:**

Passport No : H7347823

Date of issue : 29-12-2009

Date of expiry : 28-12-2019

Place of issue : BAREILLY

Date:

Place: New Delhi

(MOHAMMAD AZHAR)