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| MASUD ASHFAQUEJAMIA NAGAROKHLA+91 9911471379+91 8130800150 Masoodashfaque786@gmail.comABOUT METo seek an opportunity organization and venture to be a part of its growth through innovative and dedicated approach to the challenges and thereby upgrade my skills. SKILLSWORK

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| ADCA |  |  |  |  |  |
| MS OFFICE |  |  |  |  |  |
| BASIC TELLY |  |  |  |  |  |
| PAINT |  |  |  |  |  |

PERSONAL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COMMUNICATION |  |  |  |  |  |
| ORGANIZATION |  |  |  |  |  |
| TEAM PLAYER |  |  |  |  |  |
| CREATIVITY |  |  |  |  |  |
| SOCIAL |  |  |  |  |  |

**LANGUAGE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ENGLISH |  |  |  |  |  |
| ARABIC |  |  |  |  |  |
| HINDI |  |  |  |  |  |
| URDU |  |  |  |  |  |
| JAPANESE |  |  |  |  |  |

TYPING SKILL& SPEED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ENGLISH 35% |  |  |  |  |  |
| URDU 35% |  |  |  |  |  |
| ARABIC 35% |  |  |  |  |  |
| HINDI 20% |  |  |  |  |  |

 | MASUDASHFAQUEEDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAM** | **UNIVERSITY****/BOARD** | **Name of Institute** | **YEAR** | **%** |
| **CLASS-X****(HSLC)** | **B.S.M.E.B****PATNA** | **B.S.M.E.B****PATNA** | **2009** | **70.0** |
| **CLASS-XII****(AHSEC)** | **B.S.M.E.B****PATNA** | **B.S.M.E.B****PATNA** | **2011** | **67.2** |
| **GRADUATE (ENG HONS)****3RD YEAR****(PURSING)** | **CENTRAL****UNIVERSITY** | **JAMIA MILLIA****ISLAMIA****NEW DELHI** | **2017** | **Result Awaiting** |
| **DIPLOMA****(ARABIC)** | **ISLAMIC** **INSTITUTE** | **DARUL ULOOM****NADWA**  | **2014** | **65.5** |

TECHNICAL PORFICIENCY(2013 – 2014)DIPLOMA IN COMPUTER APPLICATIONIBTIDA COMPUTER CENTRELUCKNOWAPPLICATION & HARDEWREWindos7, xp, vistaBASIC CONCEPTS OF COMPUTER HARDWARE AND INFORMATION TECHNOLOGY. PERSONAL DETAIL FATHER’S NAME : ASHFAQUE ALAMOCCUPATION : FARMERMOTHER’S NAME : KANIZA KHATOONOCCUPATION : HOUSE WIFEMARITAL STATUS : SINGLEGENDER : MALENATIONALITY : INDIANDATE OF BIRTH : 05.10.1992 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| SKILLSSTRENGTHS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HARDWORKING |  |  |  |  |  |
| OPENMINDED |  |  |  |  |  |
| THOUGHTFUL |  |  |  |  |  |
| DRAWING |  |  |  |  |  |

HOBBIES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| JUDO KARATE |  |  |  |  |  |
| FOOTBALL |  |  |  |  |  |
| STORY BOOK |  |  |  |  |  |
| BAD MINTON |  |  |  |  |  |
| HELPING PEOPLE |  |  |  |  |  |

 SRENGTH* Positive Attitude.
* Leadership Skills.
* Easily Adaptable to new Environments.
* Management and innovative ideas.
 | EXPERIENCE* Two years in Arabic English + Urdu and vice versa Translation
* Six Months in Captcha
* One year in English Grammar Teaching
* Ten months teaching in Arabic +Urdu and vice versa
* Eight months Urdu To Arabic & English as Interpreter in Noida
* 6 Months in creating Arabic SEO Keywords
* \*Recently working as a Arabic Expert(Translator)in IT Company

AREA OF INTEREST* LANGUAGE INTERPRETER, CONTENT WRITER ,SEO, COMPUTER OPRETING,

ACHIEVEMENT* I was awarded many certificates for an academic Excellence during Schooldays.

PRESENT ADDRESS  536 ,3rd Floor ,Street No 22Zakir Nagar,OKHLA**State** - NEW DELHI **Pin Code - 110025**PERMANENT ADDRESS  VILL. MIRZAPUR KOTHIP/S.SIMRAHA ,MERIGANJDist. – ARARIA**State** - BIHAR**Pin Code - 854334** |

#  DECLARATION

I hereby declare that all the above-mentioned facts and information are true to the best of my knowledge. I will solely be responsible for any discrepancy found in them.

**PIACE**:-

**DATE** :-

#### Masud Ashfaque