

# CURRICULUM-VITAE

**Naushad Alam**  
Top Floor, K-10, Front Side, Amar  
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## Career Objective

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Keen interest to work in well-established multi-national companies as a visa expert or an Arabic language expert.

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## Technical Skills

Type	
Office	Microsoft Office 2007
Platforms	Microsoft Windows 8/7/XP

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## Working Experience

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- Working at **Deston IT Services Pvt Ltd (RTG Visas Simplified)** Gurugram as a **Customer Service Executive** for visa process since 23<sup>rd</sup> Feb 2017.
- Worked at **AEGIS Ltd** Kolkata as a **Senior Executive** for **Saudi Telecom Company (STC)** since 03-11-2015 to 15-01-2016.
- Worked as a Freelance **Arabic Interpreter**.

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## Academic Credentials

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- **Post-Graduation** in **Arabic Language and Literature** (Distance Mode) from **Jamia Millia Islamia** New Delhi in 2017.
- **Advanced Diploma** in **French Language** from **Jamia Millia Islamia** New Delhi in 2016.
- **Graduation** in **Arabic Language and Literature** (Regular Mode) from **Jamia Millia Islamia** New Delhi in 2015.
- **Diploma** in **French Language** from **Jamia Millia Islamia** New Delhi in 2015.
- **Certificate in CEP** (Communicative English Program) from **Jamia Millia Islamia** New Delhi in 2013.
- Attended 40 days **Personality Development Workshop** at **IICC** (India Islamic Culture Centre) Lodhi Road New Delhi in 2013.
- **10+2** from **Darul Uloom Nadwatul Ulama** Lucknow U.P. in 2011.
- DTP (6 months course) from **Darul Uloom Nadwatul Ulama** Lucknow U.P. in 2010.

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## Passport

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- **Date of expiry:** Sep. 15, 2024
- **Place of Issue:** Patna

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**Area of Specializations**

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- Visa Process for any country.
- Translation from Arabic or Urdu into English and vice versa.
- Interpretational skills.
- Preparing reports and news.
- Teaching English, Arabic, Urdu and French languages.
- Computer Operator.
- Web Applications.
- Data Processing.
- Call Processing.
- Chat Processing.
- Data Entry.

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**Language Skills**

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- **Linguistic Ability:** Excellent command of **English, Arabic, French, Urdu and Hindi**
- Proficiency in Communication skills, Translation & Simultaneous Interpretation.

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**Hobbies**

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- Reading Books
- Internet Surfing

<b>Personal Details</b>	
<b>Name</b>	<b>Naushad Alam</b>
<b>Father's Name</b>	Mr. Azizur Rahman
<b>Date of Birth</b>	05-Jun-1990
<b>Languages Known</b>	English, Arabic, French, Urdu and Hindi
<b>Sex</b>	Male
<b>Marital Status</b>	Married
<b>Mobile No.</b>	(+91) 8750486766, 7011360276
<b>E-Mail ID</b>	<a href="mailto:naushadazizi@gmail.com">naushadazizi@gmail.com</a>
<b>Current Address</b>	Top Floor, K-10, Front Side, Amar Colony, Double Story, Lajpat Nagar- 4, New Delhi 110024
<b>Permanent Address</b>	Village & Post Bauram, Via Biraul, Distt. Darbhanga, Bihar - 847203

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***Declaration:*** *I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.*

Place : **New Delhi**

Date :

**(Naushad)**