**RESUME**

**MR. MOHAMMAD AFZAL**

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Enclave Part-II Jamia Nagar,

New Delhi -110025

***Objective:***

To hold position of responsibility in a professionally managed organization & to be a part of a Dynamic and Progressive Organization where I can enhance my capability and capacity. To this end, I will try my best to live the expectations of the Organization.

***Educational Qualification:***

* M.A. (H) Urdu from Jamia Millia Islamia, New Delhi 2018 **(60%).**
* B.A. (H) Urdu from Jamia Millia Islamia, New Delhi.2016 **(61%).**
* Fadhil (equivalent 10+2) from Jamia Riyazul Uloom, Delhi.2009 **(85%).**
* Alim (equivalent 10th) from Jamia Islamia Sanabil, New Delhi.2007 **(88%).**
* Hifz from Mahad Uthman Bin Affan New Delhi. 2001 **(92%).**

***Professional Qualification:***

* One Year Diploma in Urdu Language from NCPUL (Ministry of HRD, Govt. of India), New Delhi.
* One Year Diploma in Computer Applications and Multilingual DTP from NCPUL & DOECC (Ministry of HRD, Govt. of India), New Delhi.

***Computer Skills:***

* MS Office 2007, InPage2009, Internet, e-mail & chat etc.
* Typing in English, Urdu & Arabic

***Experience:***

1. Presently, I am working with the ISLAMI SAHITYA TRUST New Delhi as a Proofreader &Translator for the books published under the said organization.
2. Also working with Sada-i-Bharat, a weekly news sharing portal Urdu, as a News-Editor cum Translator Hindi to Urdu & vice versa.
3. Also worked with ISLAMIC BOOK SERVICE New Delhi from Feb. 2013 to Nov. 2014
4. Also worked with FARID BOOK DEPOT NEW Delhi as a Proofreader & translator from Apr. 2009 to Jan. 2013

***Hobbies:***

* Reading newspapers & magazines.
* Writing for newspapers & magazines.

***Languages known:***

English, Urdu, Hindi & Arabic.

***Personal details:***

Father’s Name: (Late) Maqbool Ahmad

Date of Birth: 25 December, 1988

Place of Birth: Balrampur

Marital Status: Married

Nationality: Indian

Category: OBC

***Permanent address:***

Vill. Bijwa Kalan, Post: Trilokpur, Pachperwa, Distt. Balrampur - 271206 (UP)

**Declaration:**

Hereby, I declare that all the information furnished above is true to the best of my knowledge.

Dated: 04/08/2020

Place: New Delhi

**(Mohammad Afzal)**