

## **New Resume**

### **Sr. Content Writer/Content Editor/Copy Editor/ Sr. Translator**

**Full Name:** Mohd. Arshad Qureshi

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#### **Career Profile**

Creative, skilled, and accomplished Content Writer with diverse knowledge of writing content for multilingual dictionaries, books, blogs, and social media websites. Also intensely engaged in writing/editing Current General Knowledge Books/General Books for youths/students and other General studies books for All Kinds Contemporary Competition Tests GK including IAS/UGC NET, SSC, Railways, Banking tests.

##### **Professional Strengths**

- Possessing more than ten years of progressive experience as a competition books content writer/news editor/language editor, and translator.
- Creating content for all types of competition books/articles in a clear and precise manner.
- Master of English Language, grammar, and usage of vocabulary.
- Having in-depth knowledge of online research on all subjects, topics, and developments related to trending topics with excellent analytical skills.
- Master in editing/abridging big news items and presenting them in a trendy format.
- Target-oriented with excellent ability to perform tasks within set timelines.
- Keeping abreast of information on trends and tastes of aspiring young/college-going students and aspirants for jobs/services in metros..
- Possessing extensive knowledge of general knowledge, general studies subjects for IAS prelims and mains which include Indian history and culture, India and world geography, Indian economy, the world of science and technology, environment, ecology, and diversity, personality development, and the whole range of UGC/NET books and other banking/railways exams books.

#### **Key Skills**

- Content Writing and Content Editing for style
- Proofreading/grammar checking
- Research & fact-checking
- Target readership analysis
- Creating proper tonality and level

#### **Technical Skills**

- Familiar with tools like Microsoft Office/Notepad, and Excel.
- Extensive knowledge of Word help, Google input models, and all types of online tools essentially required for preparing Books, articles, and translations.

#### **Professional Experience**

For Sahni Brothers, (1999-2007)

- Worked as a Freelancer/translator/editor for the publishers of Sahni Dictionaries for Sahni Brothers Agra - December 1999 to February 2007.
- Wrote Education School Books such as Sahni Advanced Grammar, Sahni Advanced English Essays, Sahni Brothers, Agra.

-- Edited English to Hindi, Hindi to English, Urdu to English, English to Urdu Dictionaries for the last 10 years for Sahni Brothers Agra, and competently grammatically purifying matter in the above-mentioned languages.

### **As Full-time Sub-Editor For PD Group (March 2007 to June 2013)**

- Worked as Sub-Editor in Educational/career magazine Pratiyogita Darpan (English Monthly)(published online and in print)– March 2007 to June 2013, UpkarPrakashan–PratiyogitaDarpan Group, Agra, Uttar Pradesh, India.
- Rendered professional services in important sections of the career current affairs magazines by PD Group particularly in editing news sections (particularly economic, business, science and technology, and political sections), besides setting, preparing, and solving model papers and previous years exam papers of tests.

### **As Freelancer For BGP and Jagran Josh (April 2014 to March/July 2015)**

- Worked as a Freelancer editor for Competition Refresher monthly magazine, BrightGroup, New Delhi, April 2014 to March 2015.
- Worked as News Translator for Jagran Josh website from July 2014 to March 2015.

### **As a Blogger for Dexterous infrasolutions Pvt. Ltd (Nov.2016-Feb. 2018)**

- Wrote articles for blogs readers buzz on a variety of topics and subjects, ranging from career to economics and business.
- Contributed articles/write-ups on a diverse range of topics from personality grooming to technology for Dexterous infra solutions pvt.Ltd(Noida).

### **Prime Softech Infra-Solutions Limited Since September 2014 till 2022**

- Contributed question bank on current economic news from July 2014 till July 2018.
- Other Activities as Freelancer (2015 till 2018/2019)
- Handling the task of writing unique titles and descriptions for web pages and tests.

### **As Full-time Content Writer (September 2018-May 2019)**

- Working in an Insurance Broking Firm in Mumbai as a full-time content writer in 2018/19.
- Working as a full-time content writer in April and May 2019 in Target Publications, Mumbai.

### **As Freelancer (2019 till 2023/24)**

- Worked as a Freelance Content Writer for Education Books (MP Higher Education Board)
- Worked as a Freelance Content Writer for Education Books (MP Higher Education Board), Kailash Pustak Sadan, Bhopal.
- Worked as a Freelance Content Writer and Translator for Education Books (UGC-NET), Cosmos Bookhive Publication, Gurugram.
- Worked as a Full-Time Content Writer, BTT Pvt Ltd.

### **Educational Summary and Certifications**

- Master of Arts in English Literature: St. John's Degree College affiliated to Dr. Bhim Rao Ambedkar University, Agra(UP, India). Passing Year: 2000
- Bachelor's Degree: St. John's Degree College affiliated to Dr. Bhim Rao Ambedkar University, Agra(UP, India). (with subjects of English Literature, Political Science, General English, and Urdu Literature). Passing Year: 1998
- Higher Secondary: SMAO Inter College, Agra (UP, India). Passing Year: 1995
- High School/Matriculation: SMAO Inter College, Agra(UP, India). Passing Year: 1993

### **Interests and Hobbies**

- Reading Newspapers (The Hindu, Times of India/Hindustan Times, Indian Express)
- Love reading short and literary stories, poetry, writing/creating quotes
- Appreciating/enjoying Music (Vocal) and humming/singing old Hindi movie songs.