

# CURRICULUM VITAE

## MOHD UVAIS

**Address:** Village-Bagraua,  
Post- Jalalpur Khas, Police  
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## LANGUAGE SKILLS

**English:** Native  
Proficiency  
(Reading, Speaking,  
Writing, Typing,  
Translation, Editing and  
Proofreading)  
**Hindi:** Native Language  
(Reading, Speaking,  
Writing, Typing,  
Translation, Editing and  
Proofreading)  
**Arabic:** Native  
Proficiency  
(Reading, Speaking,  
Writing, Typing,  
Translation, Editing and  
Proofreading)  
**Urdu:** Native Language  
(Reading, Speaking,  
Writing, Typing,  
Translation, Editing and  
Proofreading)  
**Persian:** Limited  
Working Proficiency  
(Reading, Writing,  
Typing, Translation and  
Proofreading)

## KEY SKILLS

- Highly motivated individual with a Bachelor degree from Aligarh Muslim University and M.A. from The English and Foreign Languages University in Foreign language, literature and translation
- Excellent Verbal, Non-Verbal, and Written Communication
- Working as a freelance Translator for 2 years
- Understanding Modern, Standard and Local Arabic Dialects
- Good interpersonal skills
- Positive Attitude
- Confident & Hardworking
- Able to Work in group as well as individual

## ACADEMIC QUALIFICATIONS

**M.A.** May- 2023, The English and Foreign Languages University, Hyderabad

**B.A.** 2021, Aligarh Muslim University

**Intermediate**-2015 (U.P. Board)

**High School**-2012 (Lucknow Board, UP)

## Additional Academic Qualifications

Three Years Advance Diploma in Translation (Aligarh Muslim University)

Two Years Diploma Course in Functional Arabic-2017 (NCPUL New Delhi under Ministry of HRD, Govt. of India)

Three Months Diploma in Arabic Journalism-2021 (MES Mampad College, Kerala)

Three Months Diploma in Translation: Theory and Practice-2020 (MES Mampad College, Kerala)

Advanced Diploma in Legal Documents Translation-2021 (MES Mampad College, Kerala)

## DOMAINS

Healthcare & Medical, Legal Documents such as agreements, petitions, contracts, court records, wills, birth records, migration records, etc, Technical, Judicial, Marketing and Advertising, Religious, Documents, Audio & Video, Subtitles, Commercial, Educational, Financial, Political, Scientific, and Technical etc.

## WORK EXPERIENCE

**1) Duration:** May 2022 to June 2023

**Company:** Parikh Info Solution Pvt Ltd, Mumbai

**Language Pairs:** English, Arabic, Hindi, Urdu, Persian

**Job Role:** Translation, Transcription, Proofreading, Editing, Review, Content Review & Writing

## Kew Responsibilities:

- Performed various translation, proofreading and transcription duties in English, Urdu, Hindi, Persian and especially in Arabic, including written texts, audio & video files, and live speaking presentations.

<p><b>Tools</b> MS Excel, MS Word, Office, PowerPoint <b>CAT Tools:</b> Trados, Memsource, memoQ, Smartcat, Transifex, XTM</p> <hr/> <p><b>Achievements, Awards, Honors</b> <b>First Rank</b> in Essay writing Competition, AMU <b>2<sup>nd</sup> Rank</b> in Essay writing competition at AMU <b>3<sup>rd</sup> Position</b> in National level Essay writing competition, India</p>	<ul style="list-style-type: none"> <li>• Arranged concurrent translation during corporate meetings to allow English audience members to take part in Arabic-language events.</li> <li>• Translated text projects, including legal documents, website content, news articles, corporate reports and all fields mentioned in Domain</li> <li>• Upheld strict confidentiality policy when translating personal and diplomatic materials.</li> <li>• Provided interpretation and transcription services as needed by corporate clients.</li> <li>• <b>Key Achievements:</b> Successfully translated over more than 50 projects, ranging from documents to entire websites, from Arabic to English and vice versa.</li> </ul> <p>2. <b>Duration: July 2021 to April 2022 (Freelance)</b> <b>Company:</b> Knowledge Based Translation, Delhi <b>Language Pairs:</b> English, Arabic, Hindi, Urdu, Persian <b>Job Role:</b> Translation, Transcription, Proofreading, Editing, Review</p> <hr/> <p><b>Specialization, Published Works</b> <b>Specialization:</b> Modern &amp; classical Standard Arabic, Translation, communication, interpretation <b>Published Works</b></p> <ul style="list-style-type: none"> <li>• Role of Translation in the Age of Globalization (AMU Magazine)</li> <li>• Difficulties of Translation from Arabic to English and Vice Versa (AMU Magazine)</li> <li>• Camel &amp; Jackal (short story)</li> </ul> <hr/> <p><b>Personal Details</b> Sex : Male Marital Status : Unmarried Nationality : Indian Hobbies : Running in the Morning, reading novels Date of Birth : 10/11/1995</p>
<p>I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the abovementioned particulars.</p>	