**SYED**

 **E-mail:** **syed.371753@2freemail.com**

**OBJECTIVE**

 To secure a rewarding position in an organisation where my **education**, **knowledge**, **experience** and **skills** could be put to the **best of application** which offers a mutually beneficial association for the organization and self.

**PROFESSIONAL EXPERIENCE**

**Foreign Relation Officer**  March’16 - Present

**Lords Engineering College**

 Responsibilities

* Responsible for assisting international students in administrative and academic process.
* Translating English to Arabic for international students.
* Conveying the Managerial rules and processes to foreign students in Arabic Language.
* Advised students on academic and vocational curricula, and on career issues.
* Compiled, administered, and graded examinations, or assigned this work to others.
* Compiled bibliographies of specialized materials for outside reading assignments.

**Online Arabic Tutor**  Jan’16 – Jan’ 17

**Madinah Quran Academy**

 Responsibilities

* Responsible in Teaching of Arabic Alphabets with correct pronunciation.
* Responsible in teaching of the holy Quran with correct Rules .
* Helping students in memorizing Quran with proper Tajweed .
* Collect material and deliver the lessons in the class.

**Arabic Teacher**  Jun’13 – Sep’14

**Azaan International School**

Responsibilities

* Experience as a Arabic Teacher in Azan International school.
* Profound knowledge of Arabic Language and ability to teach the language for all sorts of students.
* Ability to plan,collect material and deliver the lessons in the class.
* Capacity to arrange the competitions and assess the performance of students.
* Good and deep knowledge of Arabic grammar and literature.
* Taking Classes of Arabic Lessons.
* To make sure that all Students understand Classes of Arabic Letter writing.
* To make report of all students for their performance.
* To arrange Parents meeting for all Students performance regarding their

 Language improvement.

* Attending meetings with Principal and Headmaster for betterment of

 Students and School.

**ACADEMIC PROFILE**

* Darul Uloom Deoband - **B.A**

* Maulana Azad National Urdu University, Gachi Bowli,Hyderabad.

 **- M.A. (Arabic)**

* Mahatma Gandhi University ,Nalgonda

 - **Bachelor of Education** **(B.ED)**

* Maulana Azad National Urdu University, Gachi Bowli,Hyderabad.

 -**Bachelors Degree**

* Darul Uloom Arabic College, Hyderabad, T.S., INDIA

 -**Specialisation in Arabic .**

* Idara e Urdu Adab

**S.S.C**

**PERSONALITY & COMMUNICATION**

* Positive Attitude
* Good Communication Skills
* Self Confidence

**SKILL SET**

 Intensification of key skills through the knowledge of Windows &

 MS-Office.

Proficient speed in typing.

**PERSONAL PROFILE:**

**Gender : Male**

**Marital Status : Single**

**Date of Birth : 31.10.1990**

**Religion : Indian Muslim**

**Nationality : Indian**

**Languages Known : Arabic, English, Urdu, and Hindi**.

**INTEREST AND ACTIVITIES**

* Reading Books.
* Playing Cricket.

**DECLARATION:**

Above details are true and correct to the best of my knowledge and behalf.

**Date**

**Place:**