

# CURRICULAM VITAE

**MD HAROON RASHID**

**Riyadh,**

**Saudi Arabia.**

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## **PROFILE:**

A result oriented individual respecting prudent behavior. An altruist by heart, emphasizing on developing and maintaining good relations with everyone. I am pliable to any situation and can handle the pressure of a rapidly changing scenario with managerial acumen and sense of responsibility.

## **CAREER OBJECTIVES:**

Customer Service Representative with telephone and face-to-face dealing. Aiming to use my proven customer service, and communication skills to effectively fill the managerial role in your company.

## **WORK EXPERIENCE:**

- ❖ Worked as a Secretary and customer service executive cum document controller at Sultan transport & Custom Clearance Company in Saudi Arabia from 26 May 2019 to 01 December 2021.
- ❖ Worked as an Admin at Al Dhafyan Transport Company in Saudi Arabia from November, 2016 to November 2017.
- ❖ Worked as a Secretary at Omega healthcare in Bangalore from 01 January 2014 to October 2016.

## **Summary of Skills:**

- ❖ Complete understanding of the different types of chatting modes.
- ❖ Fluent in English & Arabic (bilingual).
- ❖ Translating documents from English to Arabic & vice versa.
- ❖ Excellent interpersonal and communication skills.
- ❖ Simultaneous and consecutive interpretation.
- ❖ Fast fingers on keyboard with abilities to work on more than one window.

**Responsibilities & Duties:**

- ❖ Maintain client relationship for business and help in achieving target.
- ❖ Provide Arabic & English translation and interpretation services.
- ❖ Provide interpretation into Arabic of speeches and statements given in English.
- ❖ Attend conferences and meetings and act as official translator to mediate discussion.

**Educational Qualification:**

- ❖ B.A in Arabic with Istdivision from Nadwa college, Lucknow in 2009.
- ❖ Intermediate with Ist division from Nadwa, college, Lucknow in 2007.
- ❖ High School with IstdivisionfromZiyaulUloom , UP in 2005.

**Computer Skills:**

- ❖ MS Office + Excel and English & Arabic Typing.

**Language known:**

- ❖ English, Arabic, Urdu& Hindi.

**Personal Information:**

Father's Name : Md. Mumtaz Ali  
Passport No : P0161890  
Date of Birth : 10-12-1988  
Nationality : Indian  
Marital Status : Married  
Gender : Male  
Religion : Islam

**Personal Address:**

Vill. Chitoria, P.S.Mansahi , Distt. Katihar, Bihar, 854115.

**Declaration:**

I hereby declare that above mentioned particulars are true to the best of my knowledge and belief.

Md Haroon Rashid

Place: Riyadh, Saudi Arabia.