

Mohammad Ehtesham



Abha, Saudi Arabia.

Iqama: Transferable

Nationality: Indian

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ACADEMIC QUALIFICATIONS

Degree	University/Country	Year
Ph. D. in Arabic Literature	Jawaharlal Nehru University, New Delhi, India www.jnu.ac.in (QS ranked Indian Public University) [JNU is one of the top Indian public central universities accredited with 'A++' Grade by The National Assessment and Accreditation Council. It was established in the year 1969 and have been a world-renowned center for teaching and research.]	2020
M. Phil in Arabic Literature	Jawaharlal Nehru University, New Delhi, India www.jnu.ac.in (QS ranked Indian Public Central University)	2013
M.A in Modern Arabic & Translation	Jawaharlal Nehru University, New Delhi, India www.jnu.ac.in (QS ranked Indian Public Central University)	2011
Advance Diploma in Mass Media	JNU, New Delhi www.jnu.ac.in (QS ranked Indian Public Central University)	2011
B. A	Jamia Millia Islamia, New Delhi, India http://www.jmi.ac.in (QS ranked Indian Public Central University)	2009

EMPLOYMENT HISTORY

Designation	Employer's Name	Period		Key Responsibilities
		From	To	
Training Manager	OYO Oravel Technology LLC (Saudi Arabia)	Feb, 2019	Present	Training, Management, Translation Support
Teacher	India Islamic Culture Center, New Delhi, India	May, 2017	June, 2017	Teaching Modern Arabic Language and grammar to Adult Students

Translation Consultant	RepIndia (Online Reputation Management), India	Nov, 2018	Feb 2019	Writing web contents for leveraging the best SEOs. Localization of contents for Arab markets
Translator	Dataflow Group, India	Dec, 2018	Feb, 2019	Document Verification, Translation
Arabic Resource Person	WNS Global Services, India	Oct, 2014	Nov, 2015	Translation & Interpretation

Present Job Profile

- Conducting regular training sessions for the hotel staff/Hotel Managers and employees as per the SOP of the company.
- Drafting Emails, translating documents and preparing training materials for specific clients, staff, and employees.
- Briefing recon summaries to the owners of partner hotels, coordinating with company accountants., and supervising the operation.
- Organizing meetings with the company partners/clients and summarizing minutes of the meeting.
- Conduct regular operation team meeting with the HOD weekly/monthly to discuss routine operational matters, sales targets, GSTS feedback / RSTS feedbacks and action taken for service recovery, and also any staff issues.

Job profile as Arabic Teacher in Abha, Saudi Arabia

- Conducting freelance online/offline classes for teaching Arabic (Modern/Classical) and Translation (Arabic-English) to non-Arab students
- Conducting Freelance online/offline classes for teaching English language and translation skills to Arab students

Job Profile as Lecturer in Arabic in IICC College, New Delhi, India.

Taught Modern Standard Arabic, grammar, and basic translations at IICC College, New Delhi, India

PAPERS PUBLICATION

Mohammad Ehtesham: موقف مي زيادة من المرأة وقضاياها (Mayy Ziyadah and Her Views on Women and their Issues) Majallah Al Mushahid, Lucknow, India.

Translation Work

1. Mohammad Ehtesham: "Ha'dasa" a short story by Naguib Mahfouz translated in Urdu.

Key Professional Skills

Skills	Description
Management	Operations, maintaining contract between company and clients, coordination with various departments. Regular meeting with the entire HOD to discuss routine operational matters.
Translation	Arabic into English and vice-versa (commercial, technical, medical and legal along with web contents)
Interpretation	From Arabic into English and vice-versa
Localization	From English and Arabic into Urdu and Hindi
Experience	in journalism with an advance diploma in Mass Media from JNU Writing essays, contents, and research papers both in Arabic and English
IT	Diploma in Computer Application

Languages Known: English, Arabic, Urdu and Hindi

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