**Curriculum Vitae**

Maaz Shaikh

Address: 107, 1stfloor,Falak Residency near anmol Farm house opp Labbaik Park RCC road Fatehavdi, Sarkhej, Ahmedabad. 380055.

Contact No: +91 7990776350

Email: shaikhmaazabdulwahaab@gmail.com

**Personal Details. :**

Sex : Male

Marital Status : Married

Nationality : Indian

Languages known : Arabic, Persian, Hindi, Gujarati, Urdu, English

Areas of Interest : Reading and Motivational Speech

**Education:**

* MBA Pursuing

IGNOU -Ahmedabad.

* Bachelor Of Arts

Aligarh Muslim University

* Higher Secondary Education

G.S.H.E.B. Gandhinagar

* Secondary Education

G.S.E.B. Gandhinagar

* Diploma in Functional Arabic

NCPUL Delhi

* Diploma in Persian

NCPUL Delhi

**Computer Skills. :**

* MS OFFICE
* TALLY prime WITH GST
* INTERNET and OUTLOOK

**Other Certifications. :**

* Certified Accounting Professional
* Leadership Development
* Bharat Scout

**Professional Summary. :**

**Present Employer**:

* **Odoo**

Profile:- Business Development Manager(Arabic)

**I have two years of Experience in Business Development Department at Odoo partner (March – 2021 to till date)**

Job Responsibility and Duties:

* Clients Communication
* Marketing Strategy
* Requirement Analysis
* Team Coordinator
* Data Collection
* Data Analysis
* Demo Presentation
* Document Translation
* Written Communication
* Bargaining with customers
* Lead Generation

**Private Experience:**

* **Arabic Translation :** (April 2017 to Current Date)

Profile:- Translator

Job Responsibility and Duties:

* Document Translation
* E-mails Translation
* News Translation
* Marketing Translation
* Blogs Translation
* Website Translation
* Legal Translation
* Medical Translation
* Verbal Communication
* Written Communication
* Project Management
* Language Teaching
* Gulf Job Seekers Preparation
* **Rashtriya Raksha University:** (2 Months)

Profile :- Language Teacher

Job Type :- Contract

* I Have Trained one team of the Government Officers in Urdu Literature Course to manage Jammu and Kashmir Affairs and To Monitor Social Media in Urdu Language
* **IT Cell Gujarat Police**

Profile:- Legal Translator

I have completed Arabic translation project of legal documents of IT cell Gujarat Police