

# Azizullah Nadwi

Translator (English<>Arabic)

## AREAS OF EXPERTISE

*Specialized in Oil & Gas,  
Pipelines and Road & Bridge  
Projects translation  
requirements including  
Tender documents & BOQs.*

*Proofreading & Editing.*

*Advanced Computer Skills.*

*12 years experience of  
working in Saudi Arabia as  
English<>Arabic Translator.*

## KEY SKILLS & COMPETENCIES:

- A professional Translator with 15+ years hands-on experience in translation of English, Arabic, Urdu & Hindi languages.
- Linguistic skills to convert all type of business, technical, literary and media texts that are accurate and reflect the style and manner of expression of native speaking people.
- Significant level of accuracy and attention to detail of language & grammar.
- Excellent in computer skills (MS Word, Excel, Power Point, Outlook, Inpage, e-mailing & internet besides excellent typing speed in English, Arabic, Urdu languages and Old Manuscript reading.
- Strong research and development skills.

## EMPLOYMENT HISTORY:

### Presently:

Nadwi Language Point For Translation & Linguistic Services

### Owner & Head Translator

11-A, Shabab Market, Nadwa Road, Daliganj, Lucknow

### Services:

- All types of documents translation including brochures, reports, presentations, tender documents and technical documents (Oil & Gas, civil, electrical, mechanical).
- Proofreading & Editing.
- Old Manuscript reading & composing.

## Sinopec International Petroleum Service Corp. – Al-Khobar, Saudi Arabia

TRANSLATOR

Sep 2008 – Oct 2013

### Duties:

- English<>Arabic Translation which includes but not limited to: Tender documents (civil, electrical, mechanical, Oil & Gas), Business letters, all kind of government / official correspondences, legal documents & contracts, high level letters drafting and coordination with relevant Govt. Agencies.
- Preparation of proposals / bid documents in Arabic.
- Researching legal / technical phraseology to ensure the correct translation is used.
- Using the internet & specialized books as research tools throughout the translation process & consulting with experts in specialist areas.
- Liaising with clients to discuss any unclear points.
- Reviewing & proofreading Arabic/English texts.
- Revising more junior translators' work.
- Interpretation for PMT at business meetings & preparation of MOM.
- Perform other duties & miscellaneous support related to project activities and advice & guidance on local issues.
- Awarded CERTIFICATE OF EXCELLENCE for being an outstanding employee of 2011.

**EEIC (Abu Nayyan Group) Dammam 2<sup>nd</sup> Industrial City – Saudi Arabia**

**Multilingual Admin Secretary**

**Oct 2007 – Aug 2008**

***Duties:***

- Maintaining / creating new employee files, Admin files.
- Receive / process all employees' requests for leave, loan etc.
- Make all travel arrangements (business/vacation) flight/rental car/ hotel reservations.
- Receive & distribute mails/incoming faxes and maintain e-record.
- Provide Admin support like scanning, faxing, copy, typing of documents (both Arabic & English) to all departments.
- Send/receive all couriers & distribute to the concerned person.
- Receive & transfer all inward calls / arrange most of the national / international outward calls.
- Receive visitors and guide them to respective personnel / depts.
- Review & order stationary requirements for the company.
- Assist/coordinate with Admin & HR Manager with their daily tasks.
- Prepare responses to correspondence containing routine inquiries.

**U.P. Urdu Academy Computer Center (NCPUL) Gomtinagar, Lucknow - India**

**Urdu Instructor**

**July 2005 – Jun 2007**

Courses taught: 1- Diploma in Computer Applications & Multilingual DTP.  
2- Diploma course in Urdu language.

**Work from home / Freelancer**

**Feb 2004 – Jun 2005**

**Anwal United Trading Co. (AUTC) Riyadh – Saudi Arabia**

**Multilingual Executive Secretary**

**May 2003 – Jan 2004**

***Duties:***

- Arrange Meetings, prepare minutes of meeting, flight & hotel reservations for top management.
- Management of files & keeping records.
- Translation of major training programs / instructions supplied by the mother company in France / UK (English-Arabic).
- Translation of all kind of outgoing & incoming business letters.
- Assisting HR dept in preparation of Forms & Circulars.
- Composing of hand-written materials in both Arabic & English with excellent speed and high capacity to read handwritings.
- Execution of other administrative instructions by MD.

**Work from home / Freelancer**

**Sept 2001 – April 2003**

**Ajlan & Bros. Co. – Riyadh, Saudi Arabia**

**TRANSLATOR/IMPORT COORDINATOR**

**Jan 1997 – Aug 2001**

***Duties:***

- Translation of all kind of outgoing & incoming business letters.
- Typing in both Arabic & English with excellent speed.
- Independent oral & written communications worldwide in Arabic & English.
- Interpretation between the foreign suppliers and company GM.

- Represent the company in Riyadh chamber of commerce & industry before all trade delegations from different countries.
- Arrange meetings, prepare minutes of meeting and make reservations of hotel & flight for top management.
- Management of files & keeping records.
- Comprehensive coordination between HR & GM.
- Coordination with local & International bankers regarding LCs, Bank Guarantees, payments, discrepancies and all related matters.
- Negotiation / coordination with suppliers of different countries regarding the shipments, shortage and other related matters.
- Negotiation / coordination with international shipping agencies.
- In general, oversee the whole process of import until the goods arrive to company's central warehouses.

**Rizwan International** (a Saudi Consulate authorized translation centre in Mumbai – India)  
**TRANSLATOR** Nov 1994 – Dec 1996

**Duties:**

- Translation of all kind of documents (Arabic, English, Urdu, Hindi).
- Typing of all translated documents in both Arabic & English
- Office management.

**MEMBERSHIPS:**

**All India Radio (AIR) Lucknow – India**  
**NEWS ANCHOR/TRANSLATOR (Urdu Panel)** Mar 2005 – Present

- Translation & Editing of news material for 1:10pm bulletin.
- Anchoring of news live on air.
- About 70 assignments of anchoring & translation have been completed successfully till Sep 2007.

**Today Translations – London, U.K**  
**REGISTERED TRANSLATOR** Feb 2008 – Present  
 Ref.# LNX02539

**ACADEMIC QUALIFICATIONS:**

**GRADUATION (Aalim)** Arabic Literature, English, Islamic Studies  
 Darul Uloom Nadwatul Ulama – Lucknow, India 1988 – 1992

**M.A. (Fazil)** Islamic Studies (Major: Hadeeth)  
 Darul Uloom Nadwatul Ulama – Lucknow, India 1992 – 1994  
*(This degree was not obtained because the thesis only could not be submitted due to immediate job responsibilities.)*

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Note: All supporting documents are available in original upon request.

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