Abdul Wahid

Interpreter / Translator



## Abdul Wahid

H# 184, St# 49, Shaheen Town Lehtrar Road Islamabad

03138427224

aw484850@gmail.com

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**Skills** Case Management, Interpretation English to Dari/Farsi and vice versa, IT Skills, Computer Skills, Microsoft Ofﬁce, Fast Learning, Critical thinking, adaptability, Problem solving, Teamwork.

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**Experience UN-IOM/** Project Assistant Case Management

June 2024- Present, Trust One Building, Diplomatic Enclave Islamabad

My primary duty in the organization is to conduct Prescreen Interviews, and Quality Check (QC) of pre and post USCIS Cases.

 **UN-IOM/** Interpreter / Translator

November 2023 – June 2024, Trust One Building, Diplomatic Enclave Islamabad

 My primary duty in the organization is to interpret English to Dari/Farsi/Hazaragi language and vice versa.

 **ISMMART Group of Industries/** Assistant Manager Sales and Marketing

February 2023 – November 2023, Plot No 60, street No 12, G8/1, Islamabad

My primary duties in the organization are Customer relationship development, business development for the organization, revenue generation, engaging people from different forums to promote products and services. Data compiling and reporting to manager, preparing documentation process, involving in other activities of the company.

**Pakistan Bureau of Statistics/** Data Processor and Editor

July 2017 - June 2018, G9/1 Islamabad

My core duties were processing and editing of the sixth Population and Housing Census 2017. I worked there under extreme workload and pressure.

**Modern Educational High School/** Teacher

Feb 2016 – December 2017, Islamabad

 I was teaching Math and Science Subjects.

### Hazara Travel and Property Marketing Islamabad/ CEO

July 2018- November 2023, Islamabad.



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## Education

### COMSATS University / BS

February 2013- December 2016, Islamabad BS (Hons.) In Mathematics

**Allama Iqbal Open University**/ B.Ed March 2018 - July 2020, Islamabad Bachelor of Education (1.5 years)

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**Certiﬁcate** Digital Marketing, Freelancing, E-commerce. BSAFE, Active Shooter,

Information Security Awareness, Ethics and Conduct at IOM, I Know

 Gender 1,2,3. PSEA-Micro Modules, Gender 16, Insider Threat.