**CURRICULAM VITAE**

***SALMAN***

***Salman.154965@2freemail.com***

**PERSONAL STATEMENT**

**Seeking an increasingly responsible position for a suitable job in an organization where in I can obtain career development and efficiency. And to work in a challenging environment where my qualification, experience and dedication can utilized for the prospects of the organization.**

**WORK EXPERIENCE**

### Working as a Typist (Immigration works, Like Dubai, Abu Dhabi, Sharjah and other emirates, National Emirates Id and etc…) at NADA TYPING CENTRE, Sharjah, U.A.E.(2014-and still Continue)

* **Worked as a teacher in SAPHARE ENGLISH MEDUM SCHOOL at Calicut ( 2012-2014)**

**ACADEMIC QUALIFICATION**

* **S .S. L. C (S. S. L.C BOARD, KERALA, INDIA) .**
* **HIGHER SECONDRY (HIGHER SECONDRY BOARD KERALA, INDIA).**
* **B. A. SOCIOLOGY (sociology from Calicut University, KERALA, India)**

**JOB DUTIES AND RESPONSIBILITIES**

* **Excellent knowledge of Labour (MOHRE) and Immigration (GDRFA) requirements.**
* **Best experience of using Immigration sites and Labour sites. Like EDNRD, E-vision (Dubai online), moifawri (Sharjah online site), Abu Dhabi Immigration site , all Emirates Family visa site moiserve, Sharjah Medical, Dubai Medical, Emirates ID and other immigration sites.**
* **Able to handle work in shifts**
* **Properly preparing and handling the invoices.**
* **Ability to perform physically demanding work**

**PERSONAL SKILLS**

* **Hardworking and self motivated**
* **Etiquette and confidence with in communication**
* **Co-operative and sociable**
* **Good presentation & Communication Skills**
* **Pleasant manner**
* **Listening to customer requirements and presenting appropriately to make documentation.**
* **Issuing and preparing shares application forms for clients.**
* **Maintaining and developing relationship with existing customers in person, and via telephone calls and emails.**

**Languages Known**

* **English ( specialized in English, thinking skills and good pronunciation)**
* **Arabic (reading and writing and good pronunciation)**
* **Hindi (reading, writing and national language)**
* **Malayalam (mother tongue)**

**Computer Skill**

* **Operating System: Windows.**
* **Office Applications: Word, Excel, Power point.**
* **D .C. A (Diploma in Computer Application)**

**DECLARATION**

**I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.**

 **SALMAN**