**TEACHER/ADMINISTRATOR/CLINT SERVICE CLERK**

**Objective:**

**To build a career in HR / Personnel Affairs Department where my technical, theoretical,**

**communicational and inter-personal skills can be utilized as well as to give priority to the organization’s needs get the satisfaction of my work and be a part of the team that works dynamically towards the growth of the organization,**

For the post, **PRO, Admin Assist, Typist, translator (English, Arabic, and Urdu & Hindi)**

* About Seven years of industry experience including two years gulf experience in Typing, Customer service & Visa processing
* Post graduation in Arabic language and literature and Graduation in Sociology
* Excellent in English & Arabic typing and translation having very good skill on Computer operation – especially Windows and Office applications
* Good communication skill and Excellent in correspondence
* Strong in written and spoken English, Arabic, Urdu, Hindi, Kannada & Malayalam

**Professional Experience:-**

* **Company : MTBS LLC, Deira, Dubai, UAE Since 2014**

**Designation** **: Translator cum Client Service Clerk**

**Duties and Responsibilities**

* Handle all documents towards **Ministry of Labor, Ministry of Interior (Dept. of Immigration, Traffic & Police), Ministry of Health, Municipality, Online visa processing, Banks, Post office, Emirates ID forms, Tasheel System, Correspondence (Arabic, English, Urdu, Malayalam)**, **Translation**, **and** **Preparing Memorandums** (all types)
* Administering whole office routine, taking care of day to day activities
* Good knowledge of Immigration & Labour Rules ( including Tas’heel works)
* Accomplishing all documents in perfection and keeping the office lively and active.
* Keep updated all the company documents (Trade license, Immigration Establishment Card, Labor Establishment card etc…)
* Advanced Knowledge on business setup based on Dubai
* Keep track of document expiry date relating to the employment visas, labor cards, visit visas, trade license (S), update visa status report (excel document( for some small companies).
* **Institution : Jamia Ash'ariyya Islamic and Arts, Calicut, Kerala, India**

**Designation** : **Lecturer and Office Admin (2011 to 2014)**

* **Institution : Quwwatul Islam Arabic College, Mumbai, Maharashtra, India**

**Designation** : **Teacher and Office Admin (2010 to 2011)**

* **Institution : Darunnajat Arabic College, Calicut, Kerala, India**

**Designation** : **Teacher and Office Admin (2008 to 2010)**

**Duties and Responsibilities**

* + Independent correspondence both in Arabic, English & Urdu, co ordination and follow up of work with the executives, checking and managing of e-mails, forwarding to the concerned persons, screening telephone calls and taking messages.
	+ Translating Letters to the Departments in English, Arabic, urdu, and Hindi.
	+ Preparing minutes of meeting, maintain files of routine and confidential nature of correspondence, typing letters, memos etc.
	+ Conducting Programs, study classes Trainings and discipline
	+ Effective teaching in Arabic Language and Islamic Studies, both in Arabic, English and Urdu medium
	+ Maintain relationship with other coordinated institutions
	+ Maintaining all office related correspondence and records.
	+ Developing the methodology to educate students about the topic (problem solving, small group discussions, etc.) and then implementing it in the classroom after presenting it staff meeting.

**Educational Qualification:**

* **Post Graduation in Arabic literature and Islamic Studies. (2008)**

**Darul Huda Islamic University** (DHIU) - Kerala, India-(Member in International Islamic University Union & Affiliated to Al Asher University- Egypt.

* **Bachelor of Arts in Sociology (2006-2009)**, **IGNOU University**, New Delhi, India.
* **Pre University Education -**
* **SSLC** (Secondary School Leaving Certificate) **–** General Education Department, Government of Karnataka
* **Diploma in Teaching (2009)** (Central Government of India, New Delhi.

**Language Proficiency** (Read, Write and Speak)

* English
* Arabic
* Urdu
* Hindi
* Kannada( Mother tongue)

**Computer Skills:**

* Microsoft Office Package ( Expert in word, excel and power point)
* Adobe Page Maker (Expert), Adobe Photoshop (advanced) and etc.
* System administration (Installing software, Maintain and administer computer networks (basically), repairing small problems, sharing printers, devices etc…)
* Excellent knowledge in Windows, Internet and Microsoft Office.

**Typing Skills:**

**English** (above 40 WPM), **Arabic** (above 40 WPM), **Hindi and Urdu**

**Other Skills: -**

* **Giving Motivational Classes and religious classes.**

**Personal Details:**

* Date of Birth : 28-10-1986
* Religion : Islam
* Nationality : Indian
* Marital Status : Single



**Gulfjobseeker.com CV No:** **1505034**