Dear Sir/Madam

It is with great interest I am forwarding my CV/Resume for your consideration for the position of Office Administrator / HR Assist / Executive Assistant / Administration Assist, Secretary**.** I am currently looking for an exciting and challenging position where my skills and knowledge would be extensively utilized and enhanced.

My record of academic achievements and my professional career history, demonstrates attributes that make me a valuable employee.

My CV/Resume is enclosed to provide you with details of my skills and accomplishments; however I am eager for a personal interview to reveal my desire and ability to your clients.

Thank you for your time and consideration, and do not hesitate to contact me if you have any questions.

**D**

**HR ASSISTANT**

**P**

Seeking As challenging position as Office Administrator / HR Assist / Executive Assistant / Administration Assist, Secretary, Translator & Typist in a Business Organization /Consultancy firm where I shall be able to utilize my experiences, education, and talents in the area of HR, administration, and documentation gained from the valuable services rendered in administrative positions in educational organizations during last 06 years.

# TARGET JOB

JOB STATUS: Full Time

CATEGORY: HR ASSISTANT

# ATTRIBUTES

* Proven track record of consistently achieving set targets, excellent communication, interpersonal and relationship management skills.
* Having very good skill on Computer operation – specially with Windows and Office
* Excellent in English & Arabic Typing and translation
* Skilled in Arabic & English documentation.
* Proven skill in translating field from Arabic to English and English to Arabic
* Language knowledge in Urdu, Arabic, English, Hindi and Malayalam

**WORK EXPERIENCE**

**Darunnajath Islamic Complex, Vallapuzha .INDIA (UG College of DHIU ,Chemmad)**

**(2008-2010 AUG-JULY )**

 **Sabeelul Hidaya Islamic College,Parappur,INDIA(UG College of DHIU, Chemmad)**

(2010-2014 AUG-JULY)

**EMACO Businessmen Services** , **KARAMA ,DUBAI**-HR ASSISTANT

(2015 on ward)

* **Supervised examination and evaluation programs.**
* **Translated and revised documents in Arabic/English languages.**
* **Successfully performed Tasheel, Immigration,,EDNRD And Business Set Up Services.**
* **Prepared MOA, Amendment, Initial Approval and DED Forms**
* **Taught Arabic language in English**

 **\* Malabar Islamic Complex**

 **Administration Officer**

 **\*ANNAHDA Arabic Bimonthly (**2010-2014**)**

 **Advisory Board Member**

* **Managing and supervising office administration**
* **Scheduling staff’s vacation, posting leave details and maintaining their records.**
* **Preparing and issuing internal memos, holding enquiries and submitting reports to management, issuing warning letters and other notices to the staff.**
* **Handling matters of correspondence with staffs, executives and others in respect of administrative matters independently.**
* **Worked as Member of advisory board in Annahda Arabic bimonthly**

**EDUCATION**

* **NET(National Eligibility Test) IN ARABIC**

**(UGC Approved)**

* **MASTER OF ARTS IN ARABIC**

 **MG University ,Kottayam**

* **MASTER OF ARTS IN ISLAMICS AND HUMAN SCIENCES**

 Darul Huda Islamic University,Kerala

* **BACHELOR OF ISLAMICS AND HUMAN SCIENCES**

 Darul Huda Islamic University,Kerala

* **BACHELOR OF ARTS IN SOCIOLOGY**

 Calicut University, Kerala

* **MASTER OF ARTS IN SOCIOLOGY**

 IGNO University, Delhi

* **DIPLOMA IN FUNCTIONAL ARABIC**

 Approved By Central Govt. Of India

 **COMPUTER SKILLS**

OPERATING SYSTEM : Windows, Ubuntu

OFFICE APPLICATIONS: MS Word, Excel, Power Point

NETWORKING : Internet & Email, MS Outlook

TYPING : English and Arabic

# LANGUAGES

**ENGLISH** Read, Write, Speak and Translate Excellent

 **ARABIC** Read, Write, Speak and Translate Excellent

 **URDU** Read, Write, Speak and Translate Excellent

**MALAYALAM** Read, Write, Speak and Translate Excellent

**TRANSLATION SKILLS**

English to Arabic Arabic to English

Arabic to Urdu Urdu to Arabic

English to Urdu Urdu to English

**PERSONAL DETAILS**

Date of Birth : 19 July 1986

Nationality : Indian

Passport No : M1520612

Religion : Islam

Marital Status : Married

 

**Gulfjobseeker.com CV No:** **1512228**