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| **Personal Data:****Date of Birth** : 15-05-1986Gender :MaleNationality : IndianMarital Status : Married**Languages Known*** **Arabic**: Read, Write & Speak
* **English**: Read, Write & Speak
* **Hindi :** Read,Write & Speak
* **Malayalam**: Mother Tongue

**Personal Strengths*** Team managing skills
* Target oriented
* Ability to analyze
* Quick learner
* Dedicated
* Self-motivated
* Working under deadlines and pressure
* Dynamic
* Hard working

**Other skills*** Working with team
* Problems solving
* Working with organizational chart

 | **Brief Profile**A Master Graduate in both **English and Arabic** Languages, I have reliable abilities in Teaching, Administrative, Secretarial and Public Relations field. I have achieved Translation skill from Arabic to English & vice versa. Proof-reading, Correspondence, Document handling are the fields I am skilled in. I desire to develop and improve my career and skills. My focus is on a challenging position in a reputed firm where my skills and abilities are utilized effectively for a mutual growth and benefit. **Academic & Linguistic Qualifications** **Qualification in English** * ***M.A Degree in English Language and Literature*** from Annamalai University, Chidambaram in May 2013
* ***B Ed degree*** *from Kannur University in October 2013*
* ***Bachelor’s Degree in English*** *from Calicut University in September 2009*
* *Passed the* ***Higher secondary Education Examination*** *in March 2005*
* *Passed the* ***Secondary School Leaving Examination*** *in March 2002*

**Qualification in Arabic*** ***Master Graduation in Islamic Studies (WAFY),*** Arabic Languages and Literature from Coordination of Islamic Colleges (CIC) Kerala, India.
* ***Graduate in Islamic Studies***, Arabic Language and Literature from Co Ordination of Islamic Colleges (CIC) Kerala, India.
* Passed the **Higher Secondary** from Co-Ordination of Islamic Colleges (CIC) Kerala. India

**Professional Experience** * **Principal & PGT in English, Arabic, &Political Science** in EDUWAVE College of Advanced Studies, Peringathur, Kerala, India, June 2014- Feb 2016
* **Lecturer in English** in ZAHRA Arts & Science College for Women, Panoor, Kerala, India, June 2012 – March 2014
* **Lecturer in English &Islamic Studies** in MTM Islamic and Arts College, Thalassery, Kerala, India from oct-2010 to March 2012
* **Moral Teacher** in Manarul Islam Madrasa, Peringathur, 2010- 2012
* **Moral Teacher** in Darul Uloom Madrasa, Kaduka Bazar, Thalassery, 2012 to Feb 2016

**Training and Workshops*** Attended Workshop on Resource Development Training Camp by APTWAY, Malappuram.
* Conducted Training Program for Different Groups.
* Participated actively in Trainig and Workshops when I was Trainig Teacher, 2010-2011
* Attended a computer program by e-vidya from IT Department, Govt. of Kerala.

**Some Responsibilities undertaken** * Translating documents assigned to
* Proof reading Translated documents
* Assisting Legal Translator
* Documentation of various works.
* Attending Telephone
* Replaying and Distributing Emails
* Dealing with Costumers as required.

 **Professional Strength** * Six years of rich experience in **teaching**.
* Two years of splendid experience in **administration**.
* Possess excellent **Correspondence Skill.**
* Excellent ***Typing*** in ***Arabic and English***
* Strictly adhering to the ***Scheduled Time*** in completing and delivering tasks.
* Goal oriented and able to handle multiple tasks.
* Possess Excellent ***Oral and Written Communication*** skill.
* Ability to maintain good relationship with co-workers

**Technical Capacity*** Well experienced in computerized office administration (MS Office, MS windows 7)
* Different Operating System and software installation.
* Well aware of Internet, e-mail, various online forms & smart applications.
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