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| **Personal Data:**  **Date of Birth** : 15-05-1986  Gender :Male  Nationality : Indian  Marital 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. |