**CURRICULUM VITAE**

 **THAHA**

**OBJECTIVE**

Seeking a challenging and prospective career opportunity.

**Educational Qualifications**

* **Secondary ( GENERAL)**
* **(Kerala govt examination board)**
* **Diploma Arabic Teacher**
* **(Kerala govt examination board)**
* **Diploma in Financial Accounting (Manual accountings , tally, MS-word, Excel, internet)**
* **(G-tech computer institution, aluva)**

**Typing languages**

* + **Arabic, English, Hindi, Malayalam**

**languages known**

* + **Arabic, English, Urdu, Malayalam**

**Experience**

* + - Now Working as Public relation clerk in Mango Documents Clearing Services Dubai, Albarsha 1

(Immigration (dnrd, e-vision, fawri,e- services, e-form ), Eid, Medical, health card, Company License, Labour ,letter typing manual typing , and other government Related Documents type and submission works)

* + - worked as Public relation clerk with Albustan in Dubai from 24 April 2013 To june 2015

**(Emigration, labour (thasheel), EID, Medical, Health card, and other government related documents clearance works with typing, setting ,submission and customer dealing )**

* + - worked as typist General with Allaaseq Typing Center, Abu Dhabi, Mussafah, Shabiya 11 from December 2011 to April 2013

**(Abu Dhabi Emigration, labour, EID, CNIA Pass and other related govt application works)**

* + - worked as Typist General (English, Arabic, & Malayalam Typing and setting) with all type online forms fill from March 2009 to November 2011
		- One and half Year **as Arabic Teacher** with Noorul Irfan Boarding from June 2005 to March 2009

(Arabic and Islamic study teacher)

**Other Personal skills**

* **U.A.E Emigration online form Typing, setting docs and submission**
* **U.A.E Labour (thasheel) Works**
* **All type letter Make for Labour, Emigration and economic**
* **Family visa works**
* **Visit visa works**
* **Employee visa works**
* **All type Online works with uploading Documents**
* **Typing and setting with using Ms. word, Page maker, CorelDraw**
* **Scanning and Mailing,**
* **All type documents printing works**
* **Photostat**
* **Photo Editing and Printing**
* **PDF, JPEG Creation**

**Personal Details**

 Date of Birth : 18/05/1981

Gender : Male

Religion : Islam

Nationality : Indian,

Place : Kerala

Marital Status : Married

**Job Seeker First Name / CV No: 1719294**

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