**D**

**NIZAR HUDAWI**

**ARABIC ENGLISH TYPIST,**

**OFFICE SECRETARY,**

**OFFICE ASSISTANT**

**P**

To obtain a challenging position that provides me opportunities to exploit my knowledge and extensive development skills to the extreme levels of my ability and to continually upgrade myself to the highest levels of expertise enabling the organization to achieve its target and growth.

# TARGET JOB

JOB STATUS : Full Time

LOCATION : UAE

CATEGORY : ARABIC ENGLISH TYPIST/TRANSLATOR/ DOCUMENT CLEARENCE

# ATTRIBUTES

* excellent communication
* Having very good skill on Computer operation – specially with Windows and Office
* Excellent in English & Arabic Typing and translation
* Language knowledge in Urdu, Arabic, English, Hindi and Malayalam

**WORK EXPERIENCE**

**As Teacher**

* **Darunnajath Islamic & Arts College, Kerala, INDIA (June2008 – April2010)**
* **Grace Valley Islamic & Arts College, Kerala, INDIA (June 2010 – April 2012)**
* **Garden Valley English Medium Higher Secondary School, Kerala, INDIA**

**(June 2012 – March 2016)**

**As Data Operator**

* **Nexus Company for Data Entry Works (from 2012 to 2014)**

**EDUCATION**

* **MASTER OF ARTS IN ARABIC LANGUAGE AND LITERATURE**

**(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)**

* **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, Type and Translate

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

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

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

**PERSONAL DETAILS**

Date of Birth : 01-01-1987

Nationality : Indian

Religion : Islam

Marital Status : Married

**Job Seeker First Name / CV No: 1811610**

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