FASIL



[FASIL.338002@2freemail.com](mailto:FASIL.338002@2freemail.com)

**Post applied for Public Relation Officer cum Typist**

Objective

To obtain a position utilizing my extensive background with 6 Years’ Experience (INDIA and UAE) in Typing, Secretarial, Public / Government Relation, and Academic fields with a highly competitive institution that offers the opportunity for personal and professional growth.

Brief Scan

* Post Graduate in Annamalay University , Tamilnadu India
* Typing skill in Arabic, Engish.
* Teaching Arabic and Islamic subjects to Secondary/College level students especiallly for non Arabs.
* Very good in computer and proficeint in locating any kind of information by internet search.
* Transcribing, proof reading, and letter drafting (both Arabic and English).
* Wide experience in EPRO ,FAWRI , MOI ,Emirates ID and THASHEEL systems .
* Outstanding conceptual knowledge and delivery skills with experience in Public Relation, and Organizational Development.

Areas Of Expertise

|  |  |  |
| --- | --- | --- |
| * **Labour & immigration** | * **Emirates id typing** | * **Office Administration** |
| * **Visa processing** | * **Super vision** | * **Teaching** |
| * **Documentation** | * **Type writing (Arb. Eng)** |  |

Professional Qualifications

* **M.A. (English)** from Annamali University ,Tamilnadu
* **B.A. (English)** from Kannur University, Kerala
* **Higher Secondary** from Board of Kerala
* **Higher School** S.S.L.C from Board of Kerala
* Pursuing **Arabic Translation Course** from Cairo University, U.A.E
* Six years **Islamic Daawa Course in Arabic**  from Al–Maquer, Kannur

Languages

* + **Arabic**  - (spoken, read & written)
  + **English** – (spoken, read & written)
  + **Urdu** – (spoken, read & written)
  + **Hindi** – (National language )
  + **Malayalam** – ( mother tongue )

Employment History

|  |  |  |  |
| --- | --- | --- | --- |
| **Years** | **Company** | **Country** | **Designation** |
| **2 Year** | **Saif Bin Darwish** | **Abu Dhabi,U.A.E** | **General Typist** |
| **2.5 Years** | **Waha Al Jimi Typing Center** | **Al Ain ,U.A.E** | **General Typist** |
| **2Years** | **Al Maquer Da- wa College** | **Kannur , India** | **English Lecturer** |

Major Achievements

* Excellent involvement in drafting the **correspondence and documentation** with Government Departments like **immigration, Ministry of Labour, Municipality, Chamber of Commerce**.
* Experience in **fawri** (new immigration visa application online system)and **Epro system.**
* Capability of handling a wide range of administrative functions.
* Work experience in **Emirates Id Typing**.
* Experience **Thasheel System** (Ministry of labour Department works).
* Extensive hands on experience in various aspects of the office environment.
* Reorganize the departments filing system to facilitate document retrieval and minimize the time searching file.

Skills

* + Computer: Microsoft Word (Expert), Excel, Power Point, Photoshop, Internet (Expert), Windows (Installing & Maintenance), Fast learner of any software package.
* MS Office & DTP Computer Applications .
  + Type writing. Speed type writing in Arabic, English and Malayalam.
  + Teaching Arabic and Islamic subjects to Non Arabs, Islamic Subjects.
  + Excellent organizational, interpersonal and communicative skill.
  + Ability to work under pressure on both individual and team work.
  + Ability to build good relation with work place.

Hobbies

Internet search, reading books, sharing views with others, humanitarian and social activities

References

Available upon request

Personal Profile

Date of Birth : 7th September 1989

Place of Birth : Kerala, India

Nationality : Indian

Sex : Male

Religion : Muslim

Marital Status : Single

**Visa Status : Residence Visa (transferable)**

Passport Details

Date of Issue : 23/12/2010

Date of Expiry : 22/12/2020

Place of Issue : Kozhikode

I declare that all above-mentioned statements are true and correct to my knowledge I will be sincere and hard working and in asset to your company.