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| my 001 | **Curriculum Vitae** | **YUSUF**  ***C/o-MOB: +971505891826***  [***Yusuf.344697@2freemail.com***](mailto:Yusuf.344697@2freemail.com) |

###### Professional Summary

An enthusiastic, well experienced in the field of Emigration, Labor and other PRO official work; ready to join the establishment where skills fully utilize towards the better future of it within the good environment co operated with the colleagues and superiors..

**Working Experiences**

**Worked as a Administration (Corporate Security – Govt: Relation) in Etihad Air Ways .**

**Worked as a typist in a Thasheel centre Abudhabi (Infinity International services)**

**Worked as a general typist in al ain ( Waha al jimi typing centre)**

**Worked as a site supervisor in a landscaping company – Abu Dhabi.**

**Worked as a Arabic Teacher and office assistant in a Arabic college – Kerala (Al Maqur academia)**

**Worked as a sales supervisor in a medical distribution center Kerala**

**Educational Qualifications**

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| **Sl. No** | **Course** | **Institute** |
| **1** | **S.S.L.C ( Secondary School Leaving Certificate)** | **Board of Public Examination, kerala, India.** |
| **2** | **Diploma In office Automation** | **Board Of Education Malappuram District Panchayath** |
| **3** | **Diploma In Sales Manship & Store Keeping** | **Norka Routs Govt: Of Kerala** |
| **4** | **Degree In Quran & Hadees** | **Darul Uloom Sabeel Rashad Bangalore /Karnataka** |

**Strengths….**

** Leadership Quality**

** Excellent and effective Communication**

** Positive Attitude**

** Thirst for knowledge and understanding a problem in detail.**

** Willingness to learn**

** Helping**

** Hard working**

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| **Personal Profile** | | |
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| Nationality | : | Indian |
| Date of birth | : | 01-05-1980 |
| Gender | : | Male |
| Religion | : | Islam |
| Marital Status | : | Married |
| Passport Details |  |  |
|  |  |  |
| Place of issue | : | MALAPPURAM |
| Date of issue | : | 30/05/2011 |
| Date of expiry | : | 29/05/2021 |
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**Languages Known**

* English, Urdu, Arabic, Hindi, Tamil & Malayalam

**Duties and Responsibilities:**

* + Applying 96 Hours Transit Visa.(for the guest who are not eligible to enter Abu Dhabi due to their passport.)
  + Applying 14 Days Short time Visit Visa.
  + Applying Emergency Visa In The Case Of Bad Weather Condition.
  + Applying Emergency Visa for Sick Passengers.
  + Absconding and Cancelations.
  + Emergency Visa
  + Handling the office files
  + Emirates ID new and renew typing
  + Emigration and Labour Visa typing
  + Insurance and cancellation of visas typing
  + Labour card typing new and renew
  + Labour card cancelation.
  + Work permit typing
  + Visa stamping new and renew
  + Making Arabic and English official letters
  + Making letters for Muroor ( Police )
  + Consulate related works (Letters and other affidavits typing)
  + Clearance with Emigration and Labor applications.

**Hobbies.............**

** Reading, Travelling, Making New** **Friends and Social Works**

(Doing Social work training under Abu Dhabi Police (as a part of WE ARE ALL POLICE) And Red Crescent UAE)