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|  IMG_0993 MUSTHAFA  **DUBAI - UAE** **Mobil :-C/o 0504753686****Email:-** **musthafa.357787@2freemail.com****Personal Data:-****Date of Birth : 16/11/1988****Nationality : Indian****Marital status : Married****Religion : Muslim** | **WQAWH****Objective:** To take on challenging responsibility and utilize my experience and knowledge to the full extent. My strength is hard work and dedication with an inner drive to succeed and accomplish goals.   **Academic Qualifications*** **M.A Arabic :** M.G University, Kerala, India
* **B.Ed :** Calicut University, Kerala , India
* **B.A Arabic :** Calicut University, Kerala , India
* **Secondary :** Board of Higher secondary, Govt. of Kerala

**Working Experience*** **4** Year Working Experience as PRO&Typist(Labour,Immigration and Economic
* I have been working at **You First Facilities Management Services L L C as PRO** In **Dubai UAE**
* Profession**: Public Relation Officer**
* **Two year** working experience as **teacher** at Ilahiya Higher secondary school, Kerala, India.

**Duties :-*** **Labour, Immigration and economic works**,

Lobour (**Thasheel**) Immigration (**Evision & Ednrd**)Economic (**License related works**)* **Medical** & Emirates **ID** Typing.
* **Memorandum of Association** (LLC , Civil Company) and It`s **Amendments**. Appointment **Contract of Local Service Agent** ( Sole Establishment)
* **Power of attorney** (General & Special)
* mutual agreement and court papers
* Letter making and drafting,
* Documents clearing,

**Duties and Responsibilities** * **Administration**
* **Documentation**
* **Data entry**
* **Customer Services**
* **Dealing and Managemanting**
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# CURRICULUM VITAE

**Languages Known**

* **English**
* **Arabic**
* **Hindi**
* **Urdu**
* **Malayalam**

**Computer Background:-**

**Good Knowledge in MS Word, MS Excel and Windows**

**DTP**

**Internet**

**Typewriting Awareness in English&Arabic**

**Strength**

* I have done a course on Diploma in functional Arabic (2 years)
* I have done a course on Muthawal in Nizami from Jamia Nizamia Hyderabad

**Strength**

* Excellent leadership qualities
* High situational awareness
* Ability to work under stress and deliver results.
* Willing to learn modernization and eager to expand new horizon.
* Sincerity commitment, motivation and ability to plan for the assignments undertaken.
* Effective communication skills
* Professional in appearance and presentation.
* Dedicated and strong desire towards learning.

I hereby declare that all the information given above is true and correct to the my knowledge and promise to pay my fullest effort in achieving organizational goals

***Place: Dubai***

***Date: MUSTHAFA***