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| IMG_0993 MUSTHAFA **DUBAI - UAE**  **Mobil :-C/o 0504753686**  **Email:-** [**musthafa.357787@2freemail.com**](mailto: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** |

# 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***