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 **Muhammad**

**Muhammad.361465@2freemail.com**

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Availability: Immediately.

 **Multilingual Expert (Eng-Arab-Turkish).**

**Career Objective:**

I am looking forward to work with a professional organization where I can effectively develop my skills and make a positive contribution towards myself and my organization as an administrator, secretary, assistant secretary, business coordinator, interpreter and as a translator.

**Experience**

* As assist-secretary of Indialogue foundation of Mumbai region 2014 - 2015
* As admin-assistant of Fountain International coaching centre 2014 - 2015.
* As a teacher in Badrul Huda Madrassa Kasaragod in 2016(Jan -June).
* As a teacher in Muneerul Islam Madrassa, Melparamba 2016 – 2017(April 5).
* Experience in conducting program about social and public affairs under the Indialogue foundation 2014.
* Worked as a mentor and guide of students of Fathih Endowment Hostel under Educational Endowment Trust (Mumbai) 2014 - 2015.
* Worked as a Turkish interpreter in an Indo-Turkish organization.
* Experience in translation from Turkish to English and vice versa.
* Experience in translation from Arabic to English and vice versa.
* Experience in interpretation for Turkish business groups in India.
* Experience as an English trainer for Turkish citizens both in India and Turkey.

**Academic and Professional Qualification**

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* Post graduation in English literature from Jamia Millia Islamiya, Delhi
* Post graduatio in Islamic and contemporary studies from DHIU Kerala Graduated in Islamic and contemporary studies from Darul Huda Islamic University Kerala.
* Graduated in sociology from Calicut University 2011
* Diploma in Turkish Language from Mevlana University Konya Turkey **(C1)** level.
* Diploma in Persian language with 1st rank from DHIU in 2013.
* Hizbul Qur’an certificate from MIC, Chattanchal. Kasaragod, Kerala.
* Certificate for basic NLP practitioner (Modern Psychology).

Strengths:

* Effective communication, keen observation and listening skills.
* Having excellent command of English, Arabic, Hindi, Urdu and Malayalam languages; written, spoken, translation and correspondence.
* Hard working, patient, confident, disciplined, dedicated and result oriented
* Honest and sincere nature and having a high sense of responsibility
* Well organized, methodical and have good time management skills
* Able to work well under pressure and meet the deadlines
* Ability to get along with any kind of person or situation with ease
* Always willing to learn and accept suggestion and criticism with grace
* Optimistic and having a positive approach towards problems
* Unequally adapt of work independently and as a team member.

**Skills:**

**COMPUTER KNOWLEDGE**

* **Operating System:** Windows.
* **Office Applications:** MS Office, Adobe.
* **Typing:** English, Arabic.
* **Networking:** Internet, MS Outlook.

**TRANSLATION SKILLS.**

**Translation from.**

* Arabic – English (vice versa). English –Turkish (vice versa).
* Arabic – Turkish (vice versa). English – Urdu (vice versa).
* Arabic – Urdu (vice versa). Turkish – Urdu(vice versa).

**Languages Known:**

 Excellent in speaking, writing and articulating skill in English, Arabic, Turkish, Urdu, Persian, Hindi and Malayalam.

**Personal Details:**

Age : 04/Apr/1988.

Gender : Male.

Marital Status : Single.

Nationality : Indian.

**DECLARATION**

 İ hereby declare that the information furnished above is true to the best of my knowledge.