**Curriculum Vitae**

**MUHEENUDHEEN**

[**Muheenudheen.363205@2freemail.com**](mailto:Muheenudheen.363205@2freemail.com)

***Position Applied for : Admin asst. / Translator / HR asst. / Admin Clerk***

***CAREER OBJECTIVE:***

Seeking a challenging career in the Government Relations/Public Relations field where I can utilize my previous experience to improve my skills and support my team to build up powerful and successful system in all possible fields.

***EMPLOYMENT RECORDS***

* **LAYALI KERALA TOURS AND TRAVELS**

PERINTHALMANNA , MALAPPURAM , KERALA , INDIA

**Position: tour operator /admin clerk / translator / content writer**

**Time: june 2014 – february 2017**

***Job Descriptions***:

* Well versed & self-handling of all online **e-forms related tourism in India.**
* Logical and critical thinking, ability to solve the problem quickly and efficiently.
* Excellent Communication and Interpersonal skills.
* Excellent communication skill in English & Arabic to deliver and present learning efficiently.
* Good team player and Accuracy of work.
* Arabic & English Typing Skills
* Efficiency in content writing and translation from English to Arabic and vise versa.

* **SIYAHA KERALA HOLIDAYS**

ALAPPUZHA , KERALA , INDIA

**position: tour operator /admin clerk / translator / content writer**

**Time: June 2013 – January 2014**

***Job Descriptions***:

* Well versed & self-handling of all online **e-forms related tourism in India.**
* Logical and critical thinking, ability to solve the problem quickly and efficiently.
* Excellent Communication and Interpersonal skills.
* Excellent communication skill in English & Arabic to deliver and present learning efficiently.
* Good team player and Accuracy of work.
* Arabic & English Typing Skills
* Efficiency in content writing and translation from English to Arabic and vise versa.

• **DARUNNAJATH SHAREEA AND ARTS COLLEGE**

MALAPPURAM , KERALA , INDIA

* **Position: Lecturer / Islamic Studies & English**
* **Time: june 2012 – june 2013**

***Job Descriptions***:

* Teaching Islamic Studies for Degree students
* Teaching English for Degree Students
* Prepare and present various papers on the topic
* Supervise extra-curricular activities like Students Union, Students Magazines and various literary clubs
* Arrange seminars and symposiums for the students
* Manage daily roll and students details

***EDUCATIONAL BACKGROUND & SKILLS***

* **Post-Graduation in Islamic Studies & Arabic Literature (2010-2012) Co – ordination of Islamic Colleges – WAFY**

Key topics:

Interpretations of Islamic Teachings

Arabic Language, Culture and History

Comparison of Religions

Accomplishments:

* Best performer in Arts festivals and sports meets
* Participation in various state level completions in Poetry and Elocution

* **Post Graduation in English Language and literature (2014 – 2017)**

Indira Ghandi National open University Delhi .

Key topics:

English Language, Literature

Phonetics

Poetry

Drama

British History and Culture

* **Graduation in B. A (English Language & Literature) (2009-2011)**

University of Calicut, Kerala, India

Key topics:

English Language, Literature

Phonetics

Poetry

Drama

British History and Culture

* **Graduation in Education (B Ed. English) (2013-2014)**

University of Calicut, Kerala, India

Key topics:

English Language Teaching

Teaching Methodology

Education Philosophy

Education Psychology and Counseling

Education Technology

Accomplishments:

* Students union Chairman
* Best performer in Arts festivals and sports meets
* Participation in various state level completions in Poetry and Elocution
* Post Graduation Diploma in Computer Application (PGDCA) (2011 - 2012)

RUTRONIX , KERALA , INDIA approved Certificate by Kerala public service commission

Key topics:

* Arabic & English Typing Skills
* Essential computer skills (MS office, Photoshop, Internet and Email)

***DRIVING LICENSE***

* Holding valid Indian Light Duty Driving License issued on 08/10/2010 Kerala, India

***PERSONAL DATA***

Date of Birth : 14/09/1988

Place of Birth : Kerala

Nationality : Indian

Sex : Male

Marital Status : Married

***LANGUAGES***

ENGLISH : EXCELLENT

ARABIC : EXCELLENT MALAYALAM : MOTHER TOUNGUE HINDI : EXCELLENT URDU : GOOD TAMIL : GOOD

***REFERENCES***

References are available on request

***DECLARATION***

All the details furnished above are true to the best of my knowledge and belief

MUHEENUDHEEN