**CURRICULUM VITAE**



**Abdul**

**Abdul.369372@2freemail.com**

**OBJECTIVE:**

*To be employed in an organization, this will offer both challenges and opportunities to increase knowledge and responsibilities in the position:*

**Typist (Thasaheel and Fawry)**

**SUMMARY:**

**Possess Master Degree**

**Qualified in Teaching Eligibility**

**Qualified in managing institution**

**Multilingual Asset**

**Academic Credentials**

**Well – versed in Translation**

**Well versed in communication**

**Computer Knowledge**

**Typing: Arabic, English and Malayalam**

**EDUCATIONAL QUALIFICATIONS**

**Post Graduation**

1. **Master Degree in Englesh Language and Literature annamalai University, annamalai nagar- 608002 tamilnadu - India**
2. **Master of Arts in Islamic and Contemporary Studies Darussalam Islamic University – Nandi -Kerala, India**

**B-Ed IN ENGLISH LANGUAGE**

Bachelor of education in English

University of Calicut-kerala -india

**Bachelor Degree**

1. **Bachelor of Arts in English language and literature University of Calicut – Kerala, India**
2. **Bachelor of Arts in Islamic and Contemporary Studies**

**Darussalam college of Islamic and propagation Nandi - Kerala India**

**Diplomas**

1. **One Year Diploma in Functional Arabic**

**Ministry of Human Resource Development, Govt. of India**

**POSITION HELD**:

1) Lecturer in Subulurashad arts college Iringattiri malappuram kerala-India

*(Member Federation of Islamic universities, Cairo, Egypt, Affiliated to Al Azhar University, Cairo, Egypt and Al Fathih University, Tripoli, Libya*

1. Teacher in noorul huda Islamic institution

**Professional Experiences:**

Two year experience in administration and teaching (Subulurashad Islamic and arts college-Iringattiri- malappuram-kerala-India-*Affiliated to Al Azhar University, Cairo, Egypt, Al Fathih* *University,Tripoli, Libya, Aligarh Muslim University*, *UP, Hamdard, and Jamiamillia universities in New Delhi****])***

One year experience in administration and teaching (Darussalam Islamic and arts college –nandi-calicut-kerala-india)

**U.A.E EXPERIENCES**

H.R &Adimin officer (NUROL LLC,KHALIDIYA,ABU DHABI.FROM JUNE

2014 ) VISA RELATED WORKS SUCH AS THASHEEL ,FAWRI

.WORK

PERMIT APPLICATION ,LABOUR CARD APPLICATON,SUBMISION ETC

**DUTIES**

Ministry of labor works such as thasaheel works, and immigration fawry Letter drafting in Arabic and English

All works related with ministry of labor and immigration.

**UAE VALID LICENCE**

**RESPONSIBILITIES**

1. Drafting and Typing Documents and Documents clearance
2. Administer the Incoming and Outgoing Mails and Telephone Calls
3. Provide Social Guidance for Students

**Subjects Handled**

**Arabic, Sociology, political science Urdu, Quran- Hadees ,Literature and English**

**COMPUTER SKILLS:**

**Operation System** : **Windows 98, 2000 and XP**

**Packages** **: Ms Office (Word, Excel, Power Point)**

**Photoshop, Internet and E-mail**

**: TALLY.ERP 9 (INDIAN ACCOUNTING SOFTWARE)**

**Areas of Interest**

**RESEARCH**

( be a good team player in social welfare research)

**TEACHING AND LEADING.**

( to show a good group in society)

**TRANSLATION SKILLS:**

English to Arabic Arabic to English

**TYPING SKILL**

English, Arabic and Malayalam

**LANGUAGES KNOWN**

**ARABIC , ENGLISH , HINDI, URDU,MALAYALAM**

**Skill WRITING READING SPEAKING TRANSLATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Arabic** | *Excellent* | *Excellent* | *Excellent* | *Excellent* |
| **English** | *Excellent* | *Excellent* | *Excellent* | *Excellent* |
| **Urdu** | *Excellent* | *Excellent* | *Excellent* | *Nil* |
| **Malayalam** *Excellent* | *Excellent* | *Excellent* | *Excellent* |

**Abilities**

 Can conduct seminars, symposium and debates

 Can administrate the academic and management institutions well

* Can address public gathering in English, Arabic and Malayalam
* Can maintain organizational matters

**PERSONAL INFORMATION:**

Date of Birth : 02-04 -1986

Date of Issue : 12-11-2008

Date of Expiry : 11-11-2018

Sex : Male

Religion : Islam

Nationality : Indian

Marital Status : Married

**I here by declare that all statements made in these Curriculum Vitae are true, complete and correct to the best of my knowledge and belief. Hopefully I request you to be care of it and use it as a valuable one in your firm or institution.**

**Abdul**