**Curriculum**

**Vitae LIYAQATH**

**Email:** [liyaqath.369787@2freemail.com](mailto:liyaqath.369787@2freemail.com)

**JOB DESCRIPTION**

To obtain high level of excellence in the growth oriented organization and to utilize myself as a resource in all kind of challenging jobs by upgrading my knowledge and skills from time and earn name and fame in Industries. Use my knowledge and experience to make a positive contribution, Whilst Staying abreast with the practices in the field and commitment to attain Success in my duties

**EXPERIENCE**

* Currently working as, a Typist with Amwaaj Documents Clearing in Dubai – UAE from 2nd July 2015 to till date.

**Duties and responsibilities**

1. Typing Medical and Emirates ID.
2. Applying Health Card for Dubai Municipality, Creating User.
3. Immigration e-vision & Online forms.
4. Labour and Tasheel Works.
5. Preparing Govt. related documents.
6. PRO works.
7. Direct interaction with customers.
8. Arabic typing.

* Working as an Arabic Teacher and Computer Operator with Al Munawara Islamic School from Sep 2014 to till Jun 2015 in Tamil Nadu – India.

**Duties and responsibilities**

1. Maintaining the school records as systemized
2. Entering the financial reports in system
3. Taught Arabic Language and Arabic Grammar in Arabic Language

**EDUCATION**

* BBA from Madurai Kamaraj University, Tamil Nadu – India 2014
* HSC from State Board of Tamil Nadu – India 2011
* SSLC from State Board of Tamil Nadu – India 2009

**CO- CURRICULAR ACTIVITIES:**

* Completed a course on DCP in TRCES Scheme at Dindigul, Tamil Nadu – India
* I have completed a course on diploma in computer application (DCA) in Sharp Land Software Training Division at Dindigul, Tamil Nadu – India
* MS Office, Windows XP, 7 & 8, and Internet

**LANGUAGES KNOWN**

1. Speak : Arabic, English, Urdu, Hindi and Tamil
2. Read : Arabic, English, Urdu and Tamil
3. Write : Arabic, English, Urdu and Tamil
4. Typing : Arabic, English and Tamil.

**STRENGTH**

* Self-Confidence.
* Good Communication Skills.
* Time Management.
* Ready to face challenges cheerfully.
* Self-motivated.
* Hardworking.
* Positive with never say – die attitude.

**AREA OF INTEREST:**

* Administration
* Marketing
* Accounts

**HOBBIES**

* Cricket
* Reading

**SUMMARY**

Date of Birth : 10.05.1993

Sex : Male

Nationality : Indian

Religion : Muslim

Marital Status : Single

Visa Status : Employment visa

**DECLARATION**

I hereby declare that all the above statements are true and correct to the best of my knowledge and belief.