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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | |  | **JASEEM**  **Administrative Officer**   |  | | --- | | **Looking for a challenging position in a dynamic, professionally managed organization where my Knowledge, Skills, Educational Qualifications and Experiences can be applied for the betterment of the institution as well as myself.** | | [**Jaseem.392319@2freemail.com**](mailto:Jaseem.392319@2freemail.com) |  |  |  |  |  | | --- | --- | --- | --- | |  | **Experience** | | | |  | malappuram, INDIA  **SUPERINTENDENT**  ***APRIL, 2017 – MAY,2019***  MALAPPURAM, INDIA  **TEACHER**  ***JUNE, 2016 – MARCH-2017*** | | **Administration-Finance Management.**  **Job Roles**   * Coordinate office management activities to aid executives. * Research and compile confidential documents. * Take and record minutes of the meeting. * Screen incoming correspondence and ensure delivery to intended recipient. * Create and maintain a liaison between executives. * Produce reports and charts. * Prepare meeting agendas and collect related material. * Oversee office budget and recommendations on office expenditure   **SUBJECT EXPERT**  **Major Tasks:**   * Provide full learning experience and support for students beyond set classes. * Work with pupils experiencing barriers to learning across the academic range. * Motivate and stimulate children, encouraging learning through experience. | |  |  | | |  |  | | |  | | **Education** | | |  | | **JAMIA MILLIA ISLAMIA, CENTRAL UNIVERSITY** | **M.A (Post Graduation in English Language and Literature)** | |  | | **MA (Post Graduation)**  NEW DELHI, INDIA | |  | | *2016 – 2018* |  |  |  |  | | --- | --- | --- | |  | **Darul Huda Islamic University**  KERALA, INDIA | **Master’s Degree (PG) in Islamic and Human Sciences with Specialization in Da’wa and Comparative Religion**  **Bachelor’s Degree in Sociology**  **Bachelor of Islamic and Human Sciences with intensive Training in Arabic, English, Urdu and Malayalam Languages**  **Upper Primary & Higher Secondary Education** | |  | **Master’s Degree** | |  | *2014 – 2016*  **university of calicutBachelor’s Degree**  KERALA, INDIA  *2013 – 2016*  **Darul Huda Islamic University**  KERALA, INDIA  **Bachelor’s Degree**  *2010 – 2013*  **darul huda slamic university campus**  KERALA, INDIA  *2003 – 2008* |  |  |  |  |  | | --- | --- | --- | --- | |  | **Skills** |  | **Languages** | |  |  |  |  | |  | * **Computer Knowledge** (Microsoft Office, Internet & Email, Graphic Designing (Adobe Photoshop, Adobe PageMaker, Adobe InDesign), Typing: Arabic, English, Malayalam, and Urdu * **Blogging** * **Translation** (Arabic, English, Malayalam and Urdu) * **Public Speaking** * **Administration and Management** * **Teaching Skills** * **Multilingual Asset** (Arabic, English, Malayalam, Hindi and Urdu) * **Effective communication** in English, Arabic, Malayalam, Urdu and Hindi |  | * **English**: Excellent in Speaking, Listening, Writing and Typing * **Arabic**Excellent in Writing, Typing, Editing and Speaking * **URDU**: fluent (speaking, reading, writing) * **HINDI** : fluent (speaking, reading and writing) * **MALAYALAM**; (Native : Speaking, Reading ,Writing and Typing) |   **ACHIEVEMENTSAND MEDALS**   * **Excellence Award in Anchoring**   **Talent’s Meet 2014**  *Darul Huda Islamic University*   * **Excellence Award in Digital News Paper**   **Talent’s Meet 2014**  *Darul Huda Islamic University*   * **Excellence Award in Speech Malayalam**   **Talent’s Meet 2014**  *Darul Huda Islamic University*   * **Chairman, Media Club-2014**   *ASAs ( Al Huda Students Association) students union of Darul Huda UG section*   * **Executive officer-2014¸** ASAs Exhibition Committee * **Chairman**.**Event Management** -**2015**   *DSU (the confederation of whole UG & PG Students’ Unions of DHIU & Affiliated Institutions).*   * **Nominated Executive - 2015**   *Darul Huda Students’ Union – DSU*   * **Public Relation Officer (P.R.O)- 2015**   *Department of Da’wa and Comparative Religion.*   * **Chairman**,   **UG coordination Committee - 2016**  (Darul Huda Affiliated College Students Union); DSU. (Darul Huda Students Union (D.S.U)   * **Nominated Executive**, Darul Huda Students’ Union – DSU. * **General Convener -2016**   Department of Da’wa and Comparative Religion.­   * **Organizing Convener:**   **“Darul Huda Sibaq 2016”**  National art fest between all affiliated and off campuses of Darul Huda Islamic University, about 25 colleges and 2430 students participated in it.  **professional certificates**   * **Certificate: The Online Marketing Fundamentals ,** Google * **Startup India Learning Programme**, Invest India, National Investment Promotion Agency**.** * **Certificate Children in Climate Change.** UNESCO * **Diploma in Human Recourse Management.** Alison Online.   **hOBBIES**   * **Playing Football, Cricket And Volley Ball** * **Travelling and Listening to Music**   **Reference**  **Reference Can Be Produced On Request**  **I Hereby Declare That All The Details Are True, Complete And Correct To The Best Of My Knowledge And Belief.**  **JASEEM** |