|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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** |

|  |  |
| --- | --- |
|  | **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**  |