



## CONTACT ME AT

Dubai, UAE  
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## LANGUAGES KNOWN :

- English  
- Full Professional Proficiency
- Arabic  
- Full Professional Proficiency
- Urdu  
- Full Professional Proficiency
- Malayalam  
- Native or Bilingual Proficiency

## PERSONNEL QUALITIES

- Honest , trustworthy and respectful
- Quick learning and adaptability
- Demonstrate sound work ethics and team player
- Effective oral and verbal communication skills
- Strong interpersonal and Organizational skill
- Creative thinking and decision making capacity

## PERSONAL DATA :

- Date of Birth : 30/04/1993
- Sex : Male
- Religion : Islam
- Marital status : Married
- Nationality : Indian
- Passport Number: N8804458
- Visa Status : Visit Visa
- Availability : Immediately

Date: 15/01/2022  
Place: Dubai, UAE

# RASHID P

## OBJECTIVE

Obtain a challenging leadership position, applying creative, problem solving and lean managementskills to achieve optimum utilisation of its resources and maximum profits.

## WORK EXPERIENCE

### Administrator

2017-2022 ( 5 years)

- Institution ; Malabar Central School, Valiyaparambu

### Vice Principal and Project Coordinator

2016- 2017 (1 Year)

- Institution: Thaaleemssibyan Moral Studies Academy

### PRO and Office Secretary

2015- 2016 (1Year)

- Industry: Edera Academy, Moonniyur, Chinakkal

## EDUCATIONAL HISTORY

- M.A(English) : University of Madras
- B Ed. ( English ): Mahatma Gandhi University
- M.A (Arabic ) : Darussalam Islamic University
- B.A (English) : University of Calicut

## ONLINE COURSES

- Online Google classroom management course
- Zoom class training
- Google sheets and Google Docs training

## TECHNICAL PROFILE

- Diploma in Secretarial Arabic Translation : Arabic & English Typing & Speaking
- Diploma In Computer Study : MS-Word,Power Point, Graphics, Photoshop
- Diploma In functional Arabic: Bilingual Translation Between Arabic & English

## INTERESTS

Reading , Traveling , Cycling , Music , Team Sports

## CERTIFICATES

- Vidyacouncil English Language Trainer
- Samastha Arabic Training Certificate

## ACHIEVEMENTS

- Awarded certificates of Arabic language from Darusalam
- Awarded certificates of English language from Vidyacouncil

Rashid.P