

CURRICULUM VITAE



MOHAMMED IJAZ. T. A

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Contact Details

60 Villa, New
Asimah, Masafi
Fujairah

Personal Profile

Father's Name: C.H Abdulla
Date of Birth : 07-09-1990
Gender : Male
Marital Status : Married
Nationality : Indian
Religion : Muslim

Interest and Hobbies

- Reading
- Solving Puzzles
- Playing Chess
- Writing
- Listening Songs
- Browsing

SUMMARY

With an 8 plus years of professional experience in Operations, Administration, Management and Coordination, I have a proven track record in framing and leading a system in Multi Task atmosphere.

Amalgamating the above mentioned experiences with my Problem Solving, Decision Making and Linguistic skills, the Management can utilize me in multiple tasks and I will be a great asset to whoever hires me. I am good listener and fast learner too, whether it is advanced techniques or modern systems.

ACADEMIC RECORD

Bachelor of History **2012**
(University of Calicut)

Higher Secondary (Humanities) **2009**
(Board of Higher Secondary Examination, Kerala)
Govt. H.S.S, Poonoor, Calicut

S.S.L.C **2006**
(Central Board of Secondary Education)
Sa-adiya EMSS School, Deli, Kasaragod

2 Year Diploma in Functional Arabic **2011**
(NCPUL, Central Ministry of Human Resource)

1 Year Diploma in Urdu Language **2011**
(NCPUL, Central Ministry of Human Resource)

TECHNICAL SKILL

- MS. Office (MS Word, MS Excel, MS Power Point)
- Documentation and Data Entry
- Uses of Internet and Mailing

Linguistic Ability

English

- ✓ Speaking
- ✓ Writing
- ✓ Reading

Malayalam

- ✓ Speaking
- ✓ Writing
- ✓ Reading

Hindi

- ✓ Speaking
- ✓ Writing
- ✓ Reading

Urdu

- ✓ Speaking
- ✓ Writing
- ✓ Reading

Arabic

- ✓ Writing
- ✓ Reading
- ✓ Speaking (Intermediate)

SYNOPSIS

- Adopt any circumstance, Flexible to learn new things, Good Interpersonal skills, Self-motivated, energetic & optimistic person who works as a heart of a team.
- Experience in HR, Strategic Planning, Supervision, Filing and Accounts.
- Excellent in Writing & Oral Communication, Inter Personal, and Problem Solving skills with the ability to work in multi-cultural environment.

WORKING EXPERIENCE

- Organization : MARKAZ GARDEN GROUP OF INSTITUTIONS
- Position : Administrative Officer
- Period : June 2013 to January 2015
- Place : Calicut, Kerala, India

- Organization : JAMIA SA-ADIYA ARABIA
- Position : Academic cum Project Coordinator
- Period : February 2015 to March 2018
- Place : Sa-adabad, Kasaragod, Kerala

- Organization : MALAIBAR FOUNDATION FOR RESEARCH AND DEVELOPMENT
- Position : Operations Manager
- Period : April 2018 to still March 2020
- Place : Markaz Knowledge City, Calicut, Kerala

- Organization : WORLD INSTITUTE FOR RESEARCH IN ADVANCED SCIENCES [WIRAS]
- Position : Academic Secretary
- Period : April 2018 to still March 2020
- Place : Markaz Knowledge City, Calicut, Kerala

- Organization : DARUL HIKAM INSTITUTE
- Position : Manager
- Period : April 2020 to still date.
- Place : Alappuzha, Kerala, India

- Organization : SIM ACADEMY AND RESEARCH CENTRE
- Position : Director
- Period : April 2020 to still date
- Place : Alappuzha, Kerala, India

- Organization : SIM BOOKS PUBLISHERS
- Position : Director
- Period : April 2020 to still date
- Place : Alappuzha, Kerala, India

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge

MOHAMMED IJAZ. T. A