

# CURRICULUM VITAE



**MOHAMMED IJAZ. T. A**

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**Mob: +971528684434**

## 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**