



Sajid kc

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Career History

Turkish Indian Chambers of commerce & Industry July 2014 — NOVEMBER 2015
Kolkata, West Bengal

Secretary cum Language specialist

Educational Endowment Trust,
Kolkata, West Bengal

November 2015 — Feb-2017

Hostel Director cum Arabic Teacher

Working as the main pillar of this institution, controlling 50+ students from various states and countries, training them to produce better future offsprings for the society. Teaching Arabic and Turkish languages were very interesting.

Merih education & consultancy
Kochi, Kerala

March 2017 — May 2018

Hostel Director cum Language specialist

CMA CGM SHARED SERVICE CENTER.

August 2018 _ Present

CHENNAI, Tamilnadu.

Turkish language specialist

Education

MBA IN GENERAL

PONDICHERRY UNIVERSITY

BA English Literature

IGNOU

MA ISLAMIC STUDIES (Arabic)

Darul Huda Islamic University

BA Arabic Literature

Darul Huda Islamic University

TOMER (Turkish language course). C1 level

TURGUT OZAL UNIVERSITY, ANKARA, TURKEY

Key skills and competencies

Self driven, motivated and always have a keen interest of learning new ideas and technology. Have a great team building ability for synchronized and effective work without failure.

Language Skill

- Intensively trained to speak and write in **Arabic, English, Turkish, Urdu, Hindi** and **Malayalam** languages, can communicate oral and Verbal with professionalism.
- Good communication skills gained through my secretarial and teaching experience.

Translation and Typing Skills

- Excellent status in Translation of Arabic, English, Turkish, Urdu and Malayalam Languages.
- Fast typing skill in English, Arabic and Malayalam languages.
- Prizes in the competitions of typing and translation of four Languages foresaid.

Computer skills

- Word, Excel, PowerPoint, Windows, Operating system and Internet

Organizational skills

- Possess organizational and team-leading skills gained as the convener of the Students Association and the Leader of the class.

Declaration

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

References

References available upon request.

