



PROFILE

Date Of Birth: 03rd SEPTEMBER 1995

ADDRESS: Kuzhiyalakkal Veedu
Near Crpf Camp, Pallippuram P
O, Trivandrum
695316 Kerala, India.

PERSONAL DETAILS

Gender : Male
Religion & Caste: Islam, Muslim
Blood Group : A+Ve
Marital Status : Single
Name Of Father : M Basheer
Mother's Name : Sheeja S

PASSPORT DETAILS

Passport Number:W7791599
Date Of Issue : 17/01/2023
Date Of Expiry : 16/01/2033

LANGUAGES KNOWN

ENGLISH,MALAYALAM, HINDI, URDU
And ARABIC

PROJECT WORK

**Accenture Soluttion Pravite LTD
(HYDRABAD)**

- Busniess Process Delivery
(Content Reviwer Arabic)1Year
- Akshaya Center Karichara
(T.V.M) 3 Month

MY SKILLS

M S Word , Excel, Page Maker,
Corel Drew, Adobe Photoshop
And Tally

DECLARATION

I Do Hereby Declare That All The Particulars Furnished Above Are Correct And Complete To The Best Of My Knowledge And Belief And That I Am In Possession Of The Documents In Proof Of The Claims Made In This Resume.

Place : Trivandrum

HUSSAIN M S

Mob : +97521243283

Email Id : hussainms418@gmail.com

Docoment Controller& Admin Assistant

EDUCATION

➤ Arabic English Translation (Document)

Institution : Explore International Manjeri

➤ Arabic Typing : (Kerala University) Kariyavattom Campus Trivandrum

➤ Computer Teacher Training Course (CTTC)

Institution : Topologies Manjeri ,Malappuram

➤ Higher Secondary

Institution : Govt School Kazhakkuttom Trivandrum
KSOS

➤ Diploma In Psychology

Institution : EASE Education Hub Kerala

➤ Completed Islamic Shareea Course

Al Husni' From Darul Uloom Al Islamiyya Ochira

➤ Completed Hifizul Quran Course

Kashiful Uloom Madrasa Nedumangad

Summery Profile

- Drafting, Official Letters And Other Document
- Can Type English And Arabic With High Speed
And Accuracy
- Translation Contents In Arabic And English
- Professional Designing

Objective

Seeking The Position Of Typist, Admin AssistantIn An
Organization That Will Give Me The Opportunity To Utilize
My

Skills Set For The Progress Of Organization.

Hussain M S

Date :