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| **NAZER K**Mobile: 7736418428 Kerala – Indianazerk3266876@gmail.com |  C:\Users\nazar\Desktop\nazer doc\IMG-20170930-WA0000.jpg |

I aspire to work in a dynamic, competitive and result oriented environment that will expose me to new challenges and enable me to grow by continues innovation and research. As a part of a team as well as an individual, I hope to contribute to the growth of organization through my knowledge and skills.

**Professional Profile**

* One year experience in teaching Arabic language
* More than 50 words p/m speed in Arabic & English typing.
* Good knowledge in Arabic &English grammar.
* Excellence in written and spoken Arabic & English.
* Submitted a paper presentation in national seminar in Arabic
* Participated Arabic speech conducted by Saudi cultural attache
* Qualified in NET exam

**Work History**

* Company : ishahathul islam Arabic collage, Kerala - India
* Position : Arabic Language Teacher
* Period : From JULY 2017 – continuing
* Company : GTEC HIGHER SECONDARY SCHOOL - India
* Position : Arabic Language Teacher
* Period : From July 2016 – continuing

**Duties and Responsibilities**

* Ability to translate from English to Arabic and vice versa
* Translating financial statements, proposals and feasibility studies from English to Arabic and vice versa**.**
* Provide accurate and timely manner translation of all incoming English documents and outgoing correspondence.
* Prepare all kinds of drafts and documents in Arabic & English.
* Facilitate effective communication between two parties who do not speak a similar language by converting one spoken and written language to another.
* Dealing with incoming e-mails, faxes and post, often corresponding on behalf of the manager.
* Working as Arabic lecturer in an Arabic collage
* Teaching Arabic as a first language for Non-Arab students.

**Educational Qualification**

* Master Degree in Arabic Language and Literature (MA Arabic)
* Bachelor Degree in Afsal ulama (equaivalent to BA Arabic)
* Post Graduate Diploma in Commerce and Management in Arabic (doing now)

**Personal Details**

* Current Location : Kerala, India
* Date of birth : 23/08/1992
* Nationality : Indian
* Marital Status : unmarried