



# NADHIRSHA. N

## BACHELOR OF ARTS (ENGLISH)

### CONTACT ME AT.



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Address  
Dubai, UAE

### VISA STATUS

Visit Visa  
Date of Expiry : 14/08/2023

### SKILLS TECHNICAL

- MS Office Tools
- Adobe Photoshop
- Internet browsing
- Data entry
- Bilingual translation (English - Arabic)
- Excellent Speed in typing (English & Arabic)

### PROFILE SUMMARY

An energetic and experienced professional with a bachelor degree of education (**BA English**), as well as a spiritual degree in **Islamic science**, strong communication and analytical skills, highly passionate about multilingual translation (**English-Arabic**) and well versed in roles such as Administration and Coordination, a good team player, pro-active, punctual, result Oriented with leadership qualities and open to try and learn new assignments. Currently open to all opportunities where my talent & experience will do a lot to earn fame, which impacts organizations' profitability.

### OBJECTIVE

To be associated with progressive organization which can provide me with a dynamic work sphere to extract my inherent skill as a professional use and develop my aptitude to future the organizations objective and also attain my career target in the progress.

### EDUCATIONAL HISTORY

- **BA (BACHELOR OF ARTS) ENGLISH LITERATURE**  
MADURAI KAMARAJ UNIVERSITY, INDIA  
September 2020
- **BA (BACHELOR OF ISLAMIC SCIENCE) JOUHARI**  
QUADISIYYA ISLAMIC COLLEGE, KERALA, INDIA  
March 2022
- **ARABIC\_ENGLISH OFFICE PRACTICES**  
UNIVERSITY OF CALICUT, KERALA, INDIA  
August 2022
- **CCAT (CERTIFICATE COURSE IN ARABIC TYPING)**  
UNIVERSITY OF KERALA, KERALA, INDIA  
March 2023
- **XII (SENOIR SECONDARY) HUMANITIES**  
BOARD OF HIGHER SECONDARY EDUCATION, KERALA, INDIA  
March 2017
- **SSLC (SECONDARY SCHOOL LIVING CERTIFICATE)**  
STATE BOARD OF EDUCATION, KERALA, INDIA  
March 2015

## LINGUISTIC PROFICIENCY

➤ English	<div></div>
➤ Hindi	<div></div>
➤ Arabic	<div></div>
➤ Tamil	<div></div>
➤ Malayalam	<div></div>

## AREA'S OF INTEREST

➤ Multilingual translation (Arabic-English)
➤ Data entry and analysis
➤ Administration
➤ Coordination
➤ Documentation
➤ Customer Service
➤ Sales
➤ Travel & Tourism
➤ Public Relation

## WORK HISTORY

Designation : **PUBLIC RELATION EXECUTIVE**  
Period : Jan 2022 to March 2023  
Organization : ROULATHUL QURAN ADVANCED ISLAMIC PRE SCHOOL,  
QUADISIYYA ISLAMIC COMPLEX-Kollam, Kerala, India

- Expand the number of applicants to the institution.
- Help the institution to become better known.
- Help the institution to gain an enhanced reputation.
- Improve internal relations; teachers, students, other administrative staff.
- Maintain good relations with the community.
- Maintain positive relations with the alumni.

## KEY SKILLS

- ❖ Excellent Verbal, Non-Verbal, and Written Communication
- ❖ Bilingual fluency in English and Arabic.
- ❖ Good Presentation and analytical skills.
- ❖ Creative Writing Skills.
- ❖ Copywriting & Copyediting.
- ❖ Cultural Awareness & Intelligence.
- ❖ Efficient and effective Leadership Quality.
- ❖ Self-Management & Self-Motivation.
- ❖ Honest, Sincere and a hard Worker with a high level of Integrity.
- ❖ Problem Solving.
- ❖ Time Management and Multi-Tasking.
- ❖ Ability to prioritize and work under pressure.
- ❖ Empathetic with Colleague
- ❖ Team player

## PERSONAL PROFILE

Date of Birth	: February 18 <sup>th</sup> 1998
Sex	: Male
Nationality	: Indian
Religion	: Islam
Father's Name	: Nizar Muhammed
Mother's Name	: Zeenath Beevi A
Marital Status	: Single
Passport No	: W 5931875
Visa status	: Visit visa
Driving License	: Indian Union Kerala State (Light Motor Vehicle & Motor Cycle with Gear)
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## DECLARATION

I hereby declare that the above information's are true and best of my knowledge.

**Nadhirsha. N**  
**Dubai, UAE**