

CURRICULUM VITAE

MUHAMMED HASHIR T

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Career Objectives:-

Seeking the job in any organization that will enhance my horizontal of knowledge and give enhance to prove myself has the best candidate in these organization. Dedicated and dynamic youth with a post graduate diploma in Arabic and English language and Bcom is seeking in Accountant, office assistance, PRO, DTP, typing, admin, HR assistant, clerical works, secretarial works and related profession.

Personal information:-

- Date of Birth : 02/02/1997
- Nationality : INDIA
- Marital status : Single
- Sex : Male
- Passport No : P4621146
- Expiry Date : 30/10/2026

Technical Skills:-

- Capable in document translation Arabic and English.
- Capable in document controlling.
- Excellent in communication skill.
- Well experienced in Arabic English Typing.
- Excellent in letters making & form typing related Qatar Govt.
- Excellent In Ms word, Excel etc...

Language:-

- English : Speak, Read, Write, Type.
- Arabic : Speak (intermediate), Read, Write, Type.
- Hindi : Speak, Read.

Academic Qualifications:-

- Post Graduate diploma in Arabic and English Language(AL JAMIA AL ISLMIYA, KERALA).
- Bachelor degree of Commerce in Calicut University-Kerala.
- Diploma in accounting course for 3 moths.
- Diploma Course In Islamic Studies(MAJLISUTHA'ALEEMIL ISLAMI-KERALA).
- Successfully completed Higher Secondary.

Work Experience:-

- Experienced as Accountant PRO and Typist at LEBANES TYPING CENTER in Doha – Qatar.
- Experienced as HR assistant at Al Mirak Trading in Doha - Qatar.
- Experienced as Accountant in KPC Traders Hardwares in Taliparamba - India.
- Experienced as cashier in Grand thejas Taliparamba - India.

Declaration:-

I hereby declare that above mentioned details are correct and true the best of my knowledge and belief.

MUHAMMED HASHIR.T