



Email : arifatharik01@gmail.com

T. ARIFA BISMI

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Technical Qualification:

NIRMALA WOMENS COLLEGE
(B.C.A Bachelor of Computer Application)

Academics Education:

Board of Higher Secondary Educations
(1 2th Standard)

\Computer Skills:

- Microsoft Office, Ms Word, Excel, Access and Power point
- Desktop Publishing (DTP)

- Broker Business Services
year of passing 2010 - 2013 (3
Years) With 75%

year of passing 2009 - 2010 (1
Year)
With 85%

3 Month

Language known:

Tamil, English, Hindi, Malayalam, Arabic

Writing known:

English, Hindi, Malayalam, Arabic

Career Profile:

Al Ahaliya Typing center

3 Month

From March 2016 to Feb 2020

Umm Al Quwain - (PRO)

From August 2013 to Jan 2016

Umm Al Quwain - (Business Promoters & Document Collection)

CAREER HISTORY

PRO (Public Relation officer)

Duties:-

- Very good oral and written communication skills in Arabic, English, Hindi & Malayalam
- To process, distribute and manage the visa applications, visa renewals, medical reports, Emirates ID typing, New business approval, License Renewal, Emigration card typing, quota approval, civil defense certification, tenancy contract, visa service for the employee's, all kind of legal works & Document clearing services
- Knowledge of government legislation and policies
- Knowledge of and ability to provide accurate advice in relation to Government and Ministry of Labour and Immigration requirements in accordance with Labour Law, policies and procedures
- Arrange attestation requisites from Government offices
- Keep abreast with new labor laws & regulations
- Strong Computer skills, including use of MS Word, MS Excel, PDF and other software's
- Ability to use own initiative to solve problems
- Process all applications for various tourist/service visas for guests/clients
- Provide administration support to the HR department as needed

Business Promoters & Document Collection

Duties:-

- Demonstrating and providing information on promoted products/services
- Create a positive image and lead consumers to use it
- Identify interest and understand customer needs and requirements
- Strong listening communication presentation and social skills
- Engage with customer and discover their wants and needs
- Excellent communication, presentation and leadership skills
- Aptitude in presentation and public speaking
- Attention to details

Driving License: (India)

- Light Motor Vehicle (LMV)
- Motor cycle With gear (MCWG)

Passport Details:

- Passport No - M6883331
- Place of Issue - CHENNAI

Personal Details:

- Father Name - Aneefa .CS
- Husband Name - Mohamed Tharik . TM
- Date of Birth - 27.05.1990
- Gender - Female
- Marital State - Married
- Nationality - Indian
- Religion - Muslim
- Hobbies - News Read & Reading Quran

Declaration:

I hereby declare that the information I have given is true and correct to the best of my knowledge and belief. Hope you will consider my CV favourably and give me positive response.