

**SHAMILA VK**

**DUBAI - U.A.E**

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**Email: thanseershamila@gmail.com**



### **Carrier Objective:**

To become a competent & dynamic professional working in an organization that places high value on professional growth for self-motivated individuals seeking challenging assignments for responsible positions.

### **Key Skills:**

- ✚ Self Motivation
- ✚ Excellent interpersonal and communication skills in a professional manner.
- ✚ Ability to learn and work under pressure.
- ✚ Confident and good team player.
- ✚ Ability to deal effectively with multicultural environment

### **Educational Qualification:**

- ✚ Afzal Ul Ulama Preliminary ( Arabic & English) Calicut University , Kerala
- ✚ S.S.L.C ( Secondary Education, Kerala)

### **Professional Qualification:**

- ✚ Certificate Course in Typing and Translation ( Mac Tec Institute of Advance Technology, Kerala

### **IT Qualification:**

- ✚ MS Office
- ✚ Adobe Photoshop
- ✚ Tally
- ✚ Excel Accounting

### **Professional Experience:**

- ❖ **Worked as a Typist ( Arabic /English in Poonjola Trading, Calicut, Kerala, India for 2 years.**

### **Personal Details:**

Date of Birth	:	29/10/1997
Nationality	:	Indian
Marital status	:	Married
Gender	:	Female
Languages	:	English, Arabic & Malayalam
Passport Number	:	T4202584
Expiry Date	:	27/05/2029
Visa Status	:	Visit Visa

### **DECLARATION:**

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

**SHAMILA VK**