



# MOHAMMED MUSTHAFA K

To achieve a career in professionally managed company with opportunities for innovation and creativity and to work in an environment where competence and performance are valued, creativity and innovation are encouraged, to contribute to the overall organization goals and objectives and thereby develop my personal abilities.

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📍 Hamdan Street, Abu Dhabi, United Arab Emirates

📞 +971567579906

📅 03 July, 1997

## EDUCATION

### Master of Arts in English language and literature

Annamalai University, Tamil nadu

2019 - 2020

### Master in Theology (WAFY)

Coordination of Islamic colleges (Affiliated to Al-Azhar University Cairo, Egypt)

2019 - 2021

### Bachelor of Arts in English language and literature

Calicut University, kerala

2017 - 2019

### Bachelor of Arts in Arabic Language and Literature studies (WAFY)

Coordination of Islamic colleges (Affiliated to Al-Azhar University Cairo, Egypt)

2013 - 2019

## WORK EXPERIENCE

### Webcasting operator

Kerala legislative assembly general election

2021

Malappuram, Kerala

- Quick and accurate data entry skills
- Knowledgeable user of Microsoft Office application, including Excel
- Strong organization and prioritization skills

### Marketing Executive

Fshoppee Online shopping

2020

Malappuram, Kerala

- Developed marketing plans for new products
- Excellent oral and written communication skills
- Examined sales data and analyze market trends
- Planning, developing and implementing effective marketing communication

## SKILLS AND ABILITIES

Typing in English and Arabic with maximum speed and accuracy

Proficient in MS Office Suits

Internet Based operations

Office Administration

Data entry

Ability to manage and work effectively

Good in team work

## LANGUAGES

Malayalam

Native or Bilingual Proficiency

English

Professional Working Proficiency

Arabic

Full Professional Proficiency

Hindi

Limited Working Proficiency

## MAJOR STRENGTHS

Strong Team work

Taking Initiatives

Leadership Quality

Learning Through Hardwork

Confident and Quick Learner