

CURRICULUM VITAE

SHUKKOOR NALAKATH KALLAYIL

Mobile: **+971552664685**

Email: **shukkoornk_85@yahoo.com**



POST APPLIED FOR TYPIST

CAREER OBJECTIVE:

I want to become a Result-Oriented Person By Pursing the Goals Of Management In Ever Challenging Demanding Fields. Seeking for employment and pursue further and technical and personal skills and be able stable work. My goal also include skills development and to be a good worker and role model to other. Looking for a position as a Typist with McGill Corporation utilizing exceptional typing acumen to support clerical and secretarial work of the company in an efficient way.

QUALIFICATION (TYPIST)

- Highly skilled in high volume typing and proof reading techniques.
- Over 5 years of work experience as a Typist.
- Hands on experience of performing secondary clerical duties.
- Excellent alpha and number recognition skills.
- In depth knowledge of Labour and Immigration Works.
- Proficient in using office equipment to perform various secretarial tasks.

WORK EXPERIENCE

- Practiced as Experience in Blossom Computer Center at Akkikavu, for the period of July 3rd 2014 to July 28th 2015.
- Worked as a Typist in Sharaf Typing at Dubai, for the period of 3 years.
- Working as a Typist in New Sholes Typing & Document clearing .L.L.C from Jan 2019 till Now.
 - Medical Typing
 - Emirates ID Typing
 - Occupational Health Card Typing
 - Labour - Tasheel System
 - GDRFA -EDNRD Online System
 - E Vision immigration work

EDUCATIONAL QUALIFICATION

- Bachelor of Commerce
- Higher Secondary
- SSLC
- Typewriting (Higher & Lower)
- Calicut University Kerala -India
- Government of Kerala
- Government of Kerala
- Government of Kerala Technical Examination

SOFT WARE SKILLS

- Adobe Photo Shop
- Microsoft Word, Excel Etc.

PERSONAL KEY SKILLS

Good organization skills and team work.

Able to work under pressure and meet deadlines.

Good player of football.

Language Known Arabic, English, Hindi & Malayalam

PERSONAL DETAILS

Nationality	: Indian
Sex	: Male
Born	: 17/02/1993
Marital Status	: Single
Religion	: Muslim
Passport No.	: L2978737
Place of Issue	: Malappuram
Visa Status	: Employment Visa

STRENGTH:

Pleasing personality, Willingness to hard work.

In the above facts & figure are true and correct to the best of my knowledge. I assure you Sir, if you give me a chance to work under your kind control I shall discharge my duties to the entire satisfaction of you.

Thanking you,

SHUKKOOR
NALAKATH KALLAYIL