



MOHAMMED JALAL NK

VISA OPERATION EXECUTIVE

📍 Nayamkottil House
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SKILLS

- Excellent in Typing Skills of English and Arabic
- Tally erp9
- MS Word
- Outlook
- Excel
- Problem Solving
- Communication Skills
- Driving

LANGUAGE SKILLS

- English
- Arabic
- Urdu

PERSONAL INFO

Marital Status : Married
Date of Birth : 02-01-1996
Passport No : U2890773

WORK EXPERIENCE

VISA OPERATION EXECUTIVE

Cozmo Travel World Pvt Ltd

(March 2021- Present)

- Visa Typing and Other Immigration Applications (Echannel and Gdrfa)
- Ninthware Posting
- Mail Drafting
- Document Filing and Tracking
- Resubmission

PROOF EDITOR

STAR DAYS IT SOLUTION

(May 2019-Dec 2019)

- Writing and Editing
- Computer Efficiency

ACADEMIC HISTORY

- **Masters in English Literature - (2017-19)**
Annamalai University
- **Masters in Islamic Studies - (2017-19)**
Jamaia Sa-adiyya Arabiyya
- **Bachlor of Arts in Economics - (2013-16)**
University of Calicut
- **Higher Secondary Education - (2011-13)**
Board of Higher Secondary Examination
- **Secondary School Leaving Certificate - (2010)**

Declaration:-

I hereby declare that all the details provided above are true to the best of my knowledge.

MOHAMMED JALAL NK