



JINSIYA KM

TRANSLATOR & TYPIST

CAREER OBJECTIVE

Seeking a challenging job profile providing experience and knowledge, to find a working environment which will help to enhance my skills, where I can be part of a professional Team in an organization and to seek a position commensurate with my skills and knowledge

CONTACT

- UAE:0565219131
- INDIA:+918590587683
- jinsiyajinsi336@gmail.com

LANGUAGES

- > English
- > Arabic
- > Malayalam
- > Hindi

PERSONAL DETAILS

Dob : 08/12/2001
Marital Status : Married
Country : India
Sex : Female

PASSPORT DETAILS

Number : Y5594918
Issue Date : 20/06/2023
Expiry : 19/06/2033

EDUCATION

- Pursuing Master's Degree In Arabic From Calicut University
- Completed Diploma In Secreterial Practice Arabic and English From Arabnet academy Calicut
- Completed Graduation In Arabic From University of Calicut
- HSE (Higher Secondary Education)
- SSLC

EXPERIENCE

- Worked as a Arabic - English Typist and Office Assistant with Arabnet academy.
- Worked as a TEACHER with MADRASATHUL MUJAHIDHEEN Parali, Palakkad

SKILL HIGHLIGHTS

- Excellent written and oral fluency in English and Arabic
- English and Arabic Typing
- Typing Speed 65 WPM
- Problem Solving
- Time Management
- Good Communication
- Good Decision Making
- Good Listener
- Hardworking and Result oriented
- Computer Skills
- Speaking Skill (Arabic English)
- Ability to work well with others
- Speak with Good Leadership

DECLARATION

I sincerely hope that my application will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at your earliest convenience.

