

## **MOHAMMED RAFI**

As a committed, hardworking, and lifelong learner with a Master's Degree in Political Science from the University of Pondicherry, I am passionate about working in the development sector. With excellent communication and leadership skills, as well as experience in mentoring and volunteering, I am equipped to collaborate and work with diverse communities and organizations to drive positive change.

### **KEY SKILLS**

Team Work	Work Ethic		Analytical skills		ls	Leadership Quality	
Graphic designin	g	Time Management			Emotional Intelligence		
Problem Solving Ability Hard		working	Positive Attitude		itude	Creativity	

#### EMPLOYMENT CHRONICLE

- CHIEF ADMINISTRATIVE OFFICER | April 2023 Jul 2023 POLIGRAD COACHING INSTITUTE
- FACULTY | Jun 2022 Mar 2023
- FACE CAMPUS

#### Key Responsibilities

- Conduct lectures and teach assigned subjects.
- Provide guidance and support to students as a mentor.
- Organize faculty meetings to discuss course updates and improvements.
- Develop and implement educational materials and curriculum.
- Manage classroom activities and maintain discipline.
- Communicate with parents/guardians about student performance and behaviour.
- Examine and authenticate submitted documents.
- Cross-check information with official records.
- Identify and report any discrepancies in the documents.
- Ensure compliance with legal and regulatory requirements.
- Manage publication schedules and deadlines.

#### ACHIEVEMENTS

- DISSERTATION | Jan 2022 May 2022
   Disaster Management: A Case Study of Kasaragod & Wayanad District.
   Role of local government in disaster Management
- INTERNSHIP | Feb 2022 Mar 2022
   Kerala Institute of Local Administration (KILA)
   Disaster Management Plan Analysis
- Certificate course on Rapid response team training from KILA.
- Volunteer: Civil Defence Volunteer

#### **CONTACT DETAILS**

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- 🛍 Deira, Dubai, UAE
- Linkedin.com/mohammedrafi5949

#### ACADEMIC CREDENTIALS

MASTER OF ARTS – POLITICAL SCIENCE | 2020 – 2022 - Pondicherry University

BACHELOR OF ARTS – POLITICAL SCIENCE | 2017 – 2020

- Pondicherry University

#### HIGHER SECONDARY – HUMANITIES | 2015 – 2017

- Tagore Vidyanikethan GHSS

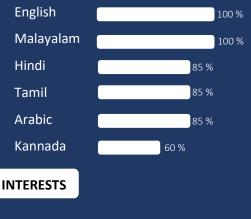
#### PERSONAL STRENGTHS

- COMMUNICATION Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE Having a client focused approach skills include patience, attentiveness and a positive language.
- ORGANIZATION Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT Management skills to direct others and review others performance.

#### **COMPUTER PROFICIENCY**

MS Office	* * * * *
Photoshop	* * * * *
WordPress	* * * * *
Internet & Email	****
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#### LANGUAGES KNOWN



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Music

Travelling

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Reading

#### ACADEMIC CONFERENCES/SEMINARS

- International Conference | 20 Nov 2018 to 22 Nov 2018 **Department of Politics & International Studies** International Conference on Global Commons Pondicherry University/University Paris
- Seminar | 10 Nov 2018 UMISARC Centre for South Asian Studie Foreign policy seminar on global challenges: India's.
- National Conference | 23 Feb 2019 – 27 Feb 2019 **Department of Politics & International Studies** National Conference on India's Strategic Culture & Policy Option Pondicherry University Volunteer

#### **PERSONAL DOSSIER**

Gender
Nationality
Passport Number
Permanent Address

- : Male
- : Indian
- : R5064975
- : Badriya Manzil Bapalipponam Kasaragod, Kerala, India

#### DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

#### MOHAMMED RAFI