

MUHAMMED FAYAS A V



CONTACT

+971 565679624/919746917331
fayasakavalappil@gmail.com
Dubai, UAE

ACADEMIC CREDENTIALS

BACHELOR OF ARTS | 2019-2022
- Annamalai University
WAFY | 2011-2019
- Misbahul Huda Wafy College
MA ARABIC | 2021-2024
- Maulana Azad National Urdu University
DIPLOMA IN PROFESSIONAL TRANSLATION | 2024
- Academy of Excellence

COMPUTER PROFICIENCY

MS Office ★★★★★

LANGUAGES KNOWN

English 100%
Malayalam 100%
Arabic 80%
Tamil 60%

INTERESTS

Songs Travelling Reading

REFERENCE

Available upon request

PROFILE SUMMARY

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work Work Ethic Teaching skills Leadership
Organization skills Time Management Customer Service
Problem solving skills Quick Learner Hardworking Analytic Skills

EMPLOYMENT CHRONICLE

ACCOUNTS CUM OFFICE IN CHARGE | 2024 April – Persuading RM AUTOMOBILES, KERALA

- Handled all accounts payable activities and processed timely payments.
- Recorded employee expenditures and dispersed said reimbursements accordingly.
- Organized and filed all the documents in an accurate and timely manner.

ARABIC TUTOR | 2023 July – 2024 March NOORANIYYA MADRASA

- Keeping the students interested in learning by creating interactive lesson plans to peak interest.
- Creating a warm stable classroom environment that encourages students to meet or exceed both personal and district standards.
- Managed and assessed student progress through regular assignments, exams, and feedback, resulting in a 95% average student satisfaction rate

ARABIC TUTOR | 2023 Jan – 2023 June MALIK DEENAR WAFY CAMPUS

- Taught the target language to students in high school grades, utilizing effective instructional strategies and adapting lesson plans to align with curriculum objectives.
- Using different teaching ways to help my students according to their individual differences
- Developed comprehensive course content through utilizing proven and innovative instructional strategies.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 17-02-1997
Nationality : Indian
Marital Status : Unmarried
Passport Number : P8842533

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skill 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.

DECLARATION

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

MUHAMMED FAYAS AV