

**ABDUL AZEES M.**

Madasheri (House), Pathappiriyam (Post)  
Malappuram (District), Kerala, India

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## OBJECTIVE

Experienced Arabic language scholar and administrative professional with over 15 years in secretarial roles and extensive teaching experience. Strong background in Arabic literature, translation, and multilingual communication. Seeking to contribute my knowledge and skills in education or administrative domains.

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## PERSONAL DETAILS

- **Date of Birth:** 01 July 1960
  - **Nationality:** Indian
  - **Passport Number:** K1579398
    - *Date of Issue:* 25 November 2021
    - *Expiry Date:* 24 November 2031
    - *Place of Issue:* Malappuram
  - **Permanent Address:**  
Madasheri House  
Pathappiriyam (Post), Malappuram, Kerala, India
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## EDUCATIONAL QUALIFICATIONS

Qualification	Year	Institution
SSLC	1975-76	
Preliminary	1976-77	
Fadeela	1980	Jamia Darussalam, Oomerabad
Licentiate (Lissance)	1984	Faculty of Arabic Language Islamic and Studies, Islamic University, Madeena, K.S.A.
Afzal Ul Ulama	May 1988	University of Calicut

Qualification	Year	Institution
Post Graduate (M.A.)	June 2009	Modern Arabic Language and Literature, University of Madras

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## LANGUAGES KNOWN

- Arabic (Fluent)
- English (Fluent)
- Urdu (Fluent)
- Malayalam (Native)

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## PROFESSIONAL EXPERIENCE

**Yusuf Bin Ahmed Kanoo (SAMSCO - P&O Containers, P&O Nedlloyd)**

**Jeddah, Saudi Arabia**

**Secretary to General Manager / Admin Assistant**

*Dec 1992 – Dec 2017*

- Administrative support to GM
- Crew handling (Sign-on/Sign-off)
- Iqama renewals, document filing
- Manifest preparation (Import & Export)
- Translation (Arabic-English)

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## TEACHING & TRANSLATION EXPERIENCE

- **Teacher** – Jamia Nawiyyah
- **Teacher** – Anwarul Islam Arabic College, Kuniyil
- **Teacher** – JDT Islam Arabic College
- **Translator** – Haj Terminal (Ministry of Information, KSA)

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## TRAINING

- **Language Teachers' Training Course**, LTT Centre, Calicut

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## TECHNICAL SKILLS

- MS Office (Word, Excel, Outlook)
  - Arabic-English Translation
  - Document Management
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## REFERENCES

Available upon request.