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| |  |  | | --- | --- | | **HANLALATH KUNICHAMVEETIL *Ph.D***  **MCj04242280000[1]00971556537441 @:hanlalakv**[**@hotmail.com**](mailto:hanlalakv@hotmail.com) | C:\Users\Hanlalath\OneDrive\HANLALATH -DOCUMENT\My Pass Photo\DSC_0039 copy.jpg.jpg | | | |
| **CAREER OBJECTIVE** | | |
| Seeking a challenging position in a professional environment that enables to be more dynamic, to utilize strengths and skills to the fullest, where my aspiration to advancement will contribute to the organization’s growth and overall development | | |
| **EDUCATION**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Academic Qualification** | **University/ Institute** | **Major** | | **Year** | | **Doctor of Philosophy** | English and Foreign Languages University, Hyderabad, India | Arabic Language and literature | | 2011 | | **Master of Philosophy** | English and Foreign Languages University, Hyderabad, India | Arabic Literature and Linguistics | | 2008 | | **Diploma in Arabic – English Translation** | English and Foreign Languages University, Hyderabad, India | Theory & practice of translation | | 2007 | | **Master of Arts** | University of Calicut | Arabic language & Literature, Computer fundamentals | | 2006 | | **Bachelor of Arts** | Kannur University  Kerala, India | Arabic, English, Islamic History and Translation | | 2003 | | **Preliminary Degree** | Kannur University, Kerala, India | Arabic, English Languages and Islamic Studies | 2000 | | | **SSLC** | Kerala Govt. General Educational Board | General Subjects | 1998 | | | | |
| **EXPERIENCE** | | |
| **Employer** | **HAMRIYA FREE ZONE AUTHORITY GOVT. OF SHARJAH UAE** | |
| **Position** | **Executive Secretary** | |
| **Period** | **03/2020 - Present** | |
| **Core Functions** | * Manage busy schedules and perform general office administration duties * Provide exceptional support to the Directors, and Executives * Managing Travel, attending the meeting , taking minutes, etc and other responsibilities * Maintaining directors' agenda and assist in planning appointments, board meetings, conferences etc. * Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.) * Conduct research and prepare presentations or reports as assigned | |
| **Employer** | **PARIS GROUP – JW Turner LLC, DUBAI** | |
| **Position** | **Secretary Cum Admin Executive** | |
| **Period** | 09/2017 – 03/2020 | |
| **Core Functions** | * Coordinating all activities related to Ministry of Labor and Ministry of Interior, Immigration, Traffic, and Customs Department, Medical Commission, Municipalities, Employees Agreement Contract, CID Office and Embassies Procedures. * Liaison with the management regarding new arrivals, accommodation etc. * Handling administrative activities including visa formalities, applying for business visa and its extension, residence visa, visa renewal, renewal of company license (CR, Company Card, Municipality permits, Tax Card, Police permits, Tenancy contracts and other documents). * Monitoring the company credit card usage, maintaining usage/balance in excel sheet and reconciling to accounts department. * Maintaining vehicle files, expiry of the insurance and the registration prior to one month of the expire date. * Maintaining and proper filing of personal files of staff/workers, and to keep inform the relevant personnel in before one month of the expire date. | |
| **Employer** | **NATIONAL TAXI LLC, ABU DHABI** | |
| **Position** | **HR Admin Executive** | |
| **Period** | 11/2015 – 02/2017 | |
| **Core Functions** | * Provide all aspects of administrative support for the Director HR & Admin by ensuring relevant documents are handed to government institutions as requested. * Maintain electronic and paper records ensuring information is organized and easily accessible * Arabic typing and letter drafting. Apply and renew visa, residence permit, Emirates ID, and work permit etc. through Tasheel and fawri system. * Arabic English Translation. * Submission of correct documentation to the Ministry Of Labor and related government institutions for visa applications and renewals. * Coordinate with the relevant Government bodies, institutions, offices related regulatory requirements. | |
| **Employer** | **K.G.N SCHOOL**, **BAISI PURNEA, BIHAR** | |
| **Position** | **Arabic Teacher** | |
| **Period** | 06/2011 – 10/2015 | |
| **Core Function** | * Arabic language and literature teaching * Extracurricular activities * Student evaluation * Assessment * Quality management | |
| **Employer** | **PARALEGAL SERVICES INTERNATIONAL LLC - DUBAI** | |
| **Position** | **Arabic Translator** | |
| **Period** | February – May 2011 | |
| **Core Function** | * All types of Arabic English language translation (including: Advertisement, Legal, Literal and Technical and website localization) * Managing and consulting * Handling clients directly and indirectly * Prize quoting for products * PPT presentation and marketing language products. | |
| **Employer** | **NATIONAL COLLEGE OF ARTS AND SCIENCE PULIYAVU, KERALA, INDIA** | |
| **Position** | **Lecturer in Arabic** | |
| **Period** | 08/2008 – 01/2011 | |
| **Core Function** | * Teach Arabic/English/Arabic translation at UG levels * Teach Arabic grammar for the Diploma courses * Teach history of the modern Arab world at UG level * Evaluation of term papers and project reports of UG students * Assist the department in the continuous evaluation process | |
| **FELLOWSHIPS** | Junior Research Fellowship (UGC) Year 2007, and Senior Research Fellowship (UGC), Year 2008 - University Grants Commission, India | |
| **AFFILIATIONS** | Certified translator, Arab professional translators society, Zurich, Switzerland | |
| **DRIVING LICENSE** | | Light vehicle 28/04/2016 - 05/05/2026 |
| Nationality | | Indian |
| Religion | | Islam |
| Date of Birth | | June 4th 1981 |
| Passport Details | | Expires on 2027 February |
| Permanent Address | | Calicut, Kerala, India |