

# RESUME

**MANSOOR KUNNUMPURATH**

**MOB: +973 34240812**



## **PERSONAL PROFILE:**

### **Email:**

[Mansu1010@gmail.com](mailto:Mansu1010@gmail.com)  
[www.mansubltr@gmail.com](mailto:www.mansubltr@gmail.com)

### **Contact:**

**Mobile: +973 34240812**

### **Address for Communication:**

Kunnumpurath House  
Koshavan Vayal (po)  
Irikur(via)  
Kannur, Kerala  
PIN-670593

### **Personal Data:**

Date of Birth : 17/02/1988  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
CPR No. : 88022650

### **Languages Known:**

- ❖ English
- ❖ Arabic
- ❖ Hindi
- ❖ Malayalam

### **Passport Details:**

Passport : R8317367  
Passport Issue : 06/12/2017  
Passport Expiry : 05/12/2027

## **CAREER OBJECTIVE:**

I consider myself familiar with Multimedia Technologies Aspects, where I can bring out best of my abilities and contributions towards its growth along with my career enhancement

## **ACADEMICS:**

Course/Degree	School/College/University	Year of Passing
Plus two	Board of Higher Secondary School	2006
S.S.L.C	I.R.O.S.H.S.School. Kannur –Kerala India -670593	2004
Graphic Designing	Eyeball Education Center (ISO 9001-2000 Certified )	2008

## **Software Exposure :**

- ❖ Operating System Win Xp, Win 7,
- ❖ Creating Software: Adobe Photoshop
- Coral Draw
- Adobe In Design
- Adobe Illustrator
- DTP ( English , Arabic & Malayalam )
- Micro Soft Word, Excel & Power Point.
- Accounting
- Making Rubber stamp
- Photocopy (Laser )
- Page Maker
- Typing (English, Arabi & Malayalam

## **Work Experience :**

- ❖ Worked as a Graphic Designer in Printec Graphics –Kannur for 2 years.
- ❖ Worked as a Arabic typewriter kannur 1-2 year
- ❖ Worked as a Graphic Designer / Typist in Al Maya Printing Bahrain from 2011 to 2013. (2 Year).
- ❖ Presently working as a Typist/Translator Roots Translation centre Manama Bahrain form 2017 to till date.

**PERSONAL STRENGTHS:**

- ❖ Good Communication skill.
- ❖ Team Leadership
- ❖ Good knowledge in computer
- ❖ Very confident
- ❖ Hardworking
- ❖ High adaptability
- ❖ Perseverance and Integrity to work
- ❖ Innovative thinking

**Hobbies and special interests :**

- ❖ Travelling, mingling with people from different walks of life.
- ❖ Self-driving both 2 & 4 wheelers
- ❖ Browsing, listening to music

**Work Handling**

- ❖ Documents Clearance job
- ❖ All the Company formation work
- ❖ Arabic – English Translation
- ❖ Specialized in Arabic, English Typing
- ❖ Operating Government sites (Embassy, General Directorate of Traffic etc.)

**Qualifying in Abilities**

Punctual	Very punctual in performing duties and always on time for various appointments, believe very much in time management.
Responsible	Performing duties with most care and also taking responsibilities for mistakes.
Resourceful	Resolving the issues and giving views in different matters
Adjustable	Very much capable of adjusting in to a new environment with new faces making friends quickly.

**DECLARATION :**

I here by declare that the information provided is true to the best of my knowledge and belief.

**Mansoor. K**

Date :

Place: