



## NAJI MOHAMMED PANDIKASALA

### Personal details

D.O.B : 12/09/1998

Nationality : Indian

Transferable iqama

### Contact

Baithunoor (H), Rahiman bazar,  
kolathara, Kozhikode, india.  
najiibnmohammed@gmail.com  
Phone no.: +918089610798

### Skills

- Document translation
- Microsoft word and excel
- Typing (Arabic, English & Malayalam)
- Multilingual proficiency
- Secretarial skills
- Team work

### Languages

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

### PROFILE

Highly dedicated and reliable professional with expertise in translation, typing and community development, with post-graduation and graduation in Arabic. I'm fluent in Malayalam, English, Hindi and Arabic. I've collaborated with organization to create impactful programs and events. I'm seeking a challenging role where I can utilize my skills and knowledge to make a positive impact.

### EXPERIENCE

- **Translator cum office Assistant**  
Since April 2023 – Present  
*Green Roots Services Batha, Riyadh*

### ADDITIONAL QUALIFICATION

- Diploma In Secretarial Practice in Arabic and English  
ARABNET Academy, Kozhikode, Kerala, India
- Diploma In Computer Applications  
Kerala State Electronics Corporation LTD (KELTRON), India

### QUALIFICATION

- MA IN ARABIC  
University of Calicut  
(Year of pass: 2022)
- BA IN ARABIC  
University of Calicut  
(Year of pass: 2019)
- HSC With Science Stream  
GVHSS KUTTICHIRA  
(Year of pass: 2016)

### DECLARATION

I hereby declare that the information provided in this curriculum vitae is true, accurate, and complete to the best of my knowledge and belief.

NAJI MOHAMMED P