

MOHAMMED RAFI

As a committed, hardworking, and lifelong learner with a Master's Degree in Political Science from the University of Pondicherry, I am passionate about working in the development sector. With excellent communication and leadership skills, as well as experience in mentoring and volunteering, I am equipped to collaborate and work with diverse communities and organizations to drive positive change.

KEY SKILLS

Team Work Work Ethic Analytical skills Leadership Quality
Graphic designing Time Management Emotional Intelligence
Problem Solving Ability Hardworking Positive Attitude Creativity

CONTACT DETAILS

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Deira, Dubai, UAE

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rafi5949

ACADEMIC CREDENTIALS

**MASTER OF ARTS – POLITICAL
SCIENCE | 2020 – 2022**

- Pondicherry University

**BACHELOR OF ARTS – POLITICAL
SCIENCE | 2017 – 2020**

- Pondicherry University

**HIGHER SECONDARY –
HUMANITIES | 2015 – 2017**

- Tagore Vidyanikethan GHSS

PERSONAL STRENGTHS

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

EMPLOYMENT CHRONICLE

- **CHIEF ADMINISTRATIVE OFFICER | April 2023 – Jul 2023**
POLIGRAD COACHING INSTITUTE
- **FACULTY | Jun 2022 – Mar 2023**
FACE CAMPUS

Key Responsibilities

- Conduct lectures and teach assigned subjects.
- Provide guidance and support to students as a mentor.
- Organize faculty meetings to discuss course updates and improvements.
- Develop and implement educational materials and curriculum.
- Manage classroom activities and maintain discipline.
- Communicate with parents/guardians about student performance and behaviour.
- Examine and authenticate submitted documents.
- Cross-check information with official records.
- Identify and report any discrepancies in the documents.
- Ensure compliance with legal and regulatory requirements.
- Manage publication schedules and deadlines.

ACHIEVEMENTS

- **DISSERTATION | Jan 2022 – May 2022**
Disaster Management: A Case Study of Kasaragod & Wayanad District.
Role of local government in disaster Management
- **INTERNSHIP | Feb 2022 – Mar 2022**
Kerala Institute of Local Administration (KILA)
Disaster Management Plan Analysis
- Certificate course on Rapid response team training from KILA.
- **Volunteer:** Civil Defence Volunteer

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Photoshop	★ ★ ★ ★ ★
WordPress	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

LANGUAGES KNOWN

English	<div style="width: 100%;"></div> 100 %
Malayalam	<div style="width: 100%;"></div> 100 %
Hindi	<div style="width: 85%;"></div> 85 %
Tamil	<div style="width: 85%;"></div> 85 %
Arabic	<div style="width: 85%;"></div> 85 %
Kannada	<div style="width: 60%;"></div> 60 %

INTERESTS



Music



Travelling



Reading

ACADEMIC CONFERENCES/SEMINARS

- **International Conference | 20 Nov 2018 to 22 Nov 2018**
Department of Politics & International Studies
International Conference on Global Commons
Pondicherry University/University Paris
- **Seminar | 10 Nov 2018**
UMISARC Centre for South Asian Studie
Foreign policy seminar on global challenges: India's.
- **National Conference | 23 Feb 2019 – 27 Feb 2019**
Department of Politics & International Studies
National Conference on India's Strategic Culture & Policy Option
Pondicherry University
Volunteer

PERSONAL DOSSIER

Gender	: Male
Nationality	: Indian
Passport Number	: R5064975
Permanent Address	: Badriya Manzil Bapalipponam Kasaragod, Kerala, India

DECLARATION

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

MOHAMMED RAFI