



SAYYID MUHAMMED KHASHIH

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kizhakke purath moideen Pallikkal
Indian, Kerala, Malappuram

EDUCATION

Master in Islamic Science
Ma'din Academy Malappuram

Bachelor of Business Administration
Annamalai University

Diploma in Airport Management

National Institute of Open schooling

SKILLS

- Ms word
- Ms Excel
- Ms PowerPoint
- Operating AI Tools
- Translation Skills : Invoice, Certificates, Agreement, Poa, Court verdict, Apostille
- Typing Skills : Arabic, English
- Communication Skills

LANGUAGE

- English
- Malayalam
- Arabic

PROFILE

Detail-oriented and highly organized administrative professional with over one years of experience providing comprehensive support to executive teams, managing office operations, and ensuring efficient administrative workflows. Skilled in office management, data entry, scheduling, and customer service. Proven ability to manage multiple tasks simultaneously in fast-paced environments, while maintaining a high level of professionalism and accuracy.

WORK EXPERIENCE

2023

Legal Translation Internship- PBG Training Institute under Professional Business Group, Qatar

Assisted in translating a variety of documents, including legal contracts, marketing materials, and technical documents, from English to Arabic and Arabic to English and vice versa for more than one month

2023

Moral Instructor

A moral instructor could be someone who provides guidance, ma 'din academy and support in understanding ethical principles ,fostering moral development and encouraging virtuous behaviour . This role may involve teaching ,mentoring and compassion .The aim is to help individuals cultivate a strong moral compass .

2019

Project coordinator Adan's council under ma' din academy

Manage project timelines ,budgets and resources to ensure successful completion of union-related initiatives.