



# 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.