MUHAMMED FAHIZ

Corporate PRO

Contact

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📍 Thattaru Kunnath, Omanoor , Cheruvayoor (Via), Malappuram Kerala, India

Personal Details

Father's name	:	Abdul Kareem
DoB	:	06-12-1998
Sex	:	Male
Marital status	:	No
Nationality	:	Indian

Skills

- Business Administration & Office Support
- Document & Visa Processing (UAE experience)
- Typing & Data Entry
- Graphic Design & Marketing Materials (Adobe, Canva)
- IT & Digital Literacy

Languages

- English
- Arabic
- Urdu
- Malayalam
- Hindi

About Me

Multilingual professional with experience in translation, document processing, and client services across India and the UAE. Skilled in handling business paperwork, visa applications, government-related processes, and delivering high-quality administrative and design support in fast-paced office environments

Education

Degree
- Islamic and Contemporary Studies, DHI University, Malapuram, kerala.   2016 - 2018
- B.A English and Literature, University of Calicut, Kerala.
- B.Ed. in English, Tamil Nadu Teachers University   2023 -2024

Further Education
Department of Theology and Philosophy, DHI University, Malapuram, Kerala.   2018 - 2020

Experience

Translator & Typing Services Assistant
Manhaj Businessmen Services, Dubai   **(2025)**

- Managed customer support, document translation (Arabic, English, Urdu, Malayalam), and government form submissions.
- Assisted clients with visa applications, official paperwork, and business documentation.
- Coordinated efficiently in a fast-paced environment ensuring client satisfaction.

Translator & Graphic Designer
Al Mawasim Translation Services   **2021-2022**

- Delivered professional translations and designed promotional materials for diverse clients.
- Supported company growth by combining translation, design, and marketing tasks.

English and IT Teacher
Darul Huda Assam Campus   **2022-2023**

- Trained students in English communication and modern IT concepts.
- Conducted digital literacy workshops, enhancing student employability.

Technical Expertise

- **MS Office Tools** – Word, Excel, PowerPoint, Outlook
- **Typing Skills** – Fast & accurate typing in English and Arabic
- **Web & Graphic Design** – Canva, Adobe Illustrator (basic), and content creation for business profiles
- **AI & Digital Tools** – Proficient in AI-assisted writing, research, and creative design tools
- **Social Media & Web Tools** – Managing company pages, online forms, and UAE government portals.