

## PERSONAL INFORMATION

## MUHAMMED JABIR MUHAMMED



Al Nahda, Dubai

Sex : Male

Date of Birth : 13-08-1993

Nationality : Indian

UAE Driving License : 4640218

Email : [pcjabir135@gmail.com](mailto:pcjabir135@gmail.com)

Mobile : +971 52 369 3175

Experienced Operations Manager specializing in legal translation and administration, with a strong background in overseeing complex projects and ensuring compliance with legal standards. Skilled in coordinating with legal professionals, managing client relationships, and implementing quality control measures to deliver accurate and timely translations.

## WORK EXPERIENCE

### Translator cum Operation Manager

Al Hamd Legal Translation, Dubai

(27-08-2022 – Present)

#### Major Duties

- Organize and optimize the legal translation workflow for efficiency.
- Oversee translation projects, ensuring timely completion and delivery.
- Coordinate with translators and legal experts for seamless collaboration.
- Act as a point of contact for clients, addressing queries and providing updates.
- Meet deadlines and manage time effectively to deliver translations promptly.
- Prepare accurate and comprehensive MOAs, Agreements, POAs, NOCs, Legal Notices, etc. based on client requirements.
- Notarization of POA, MOA, Legal Notice, NOC, etc from Public & Private Notary, UAE.
- Started as translator in the company on 27/08/2022 and promoted as the Operation Manager on 01/04/2023.
- Served as the supervisor of the three branches of the company (Deira, Al Twar and Ajman).
- Acting as the company's representative before government authorities and departments such as the Ministry of Labor, Immigration, Economic Department, and Municipality. Processing work visas, employment contracts, residency permits, and other immigration services for employees.
- Coordinating with government authorities to ensure compliance, managed visa and business licensing processes, and maintained accurate documentation. I built strong client relationships, resolved issues efficiently, and demonstrated cultural awareness while leveraging my multilingual skills to enhance communication.

# Academic Administrator

MTM Islamic & Arts College, India

(June 2018 – May 2022)

## Major Duties

- Planning, preparing and delivering lessons for students in both Arabic and English language.
- Ensure effective teaching of whole classes, groups and individuals and establishing high expectations of behaviour and attainment.
- Planning and scheduling academic board meetings.
- Scheduling and conducting various workshops and campaigns for teaching and non-teaching staffs of the organization.
- Served as the Union Director of the institution in the year 2019-2020

## EDUCATION AND TRAINING

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|-----------|--|
| 2016-2018 | <b>Master of Arts (Economics)</b><br>Annamalai University, Tamil Nadu, India   |
| 2016-2018 | <b>Post-Graduation in Arabic and Islamic Jurisprudence</b><br>Wafy Campus, Kalikavu, Kerala, India<br>(Affiliated to Coordination of Islamic Colleges, Kerala, India. Equivalent with Al Azhar University and Cairo University, Egypt and recognized by ALESCO by Arab League) |
| 2013-2016 | <b>Bachelor of Arts (Economics)</b><br>University of Calicut, Kerala, India.   |
| 2013-2014 | <b>Diploma in Functional Urdu</b><br>NCPUL, Government of India  |
| 2014-2016 | <b>Diploma in Functional Arabic</b><br>NCPUL, Government of India  |

## PERSONAL SKILLS

### Job related skills

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Creativity</li><li>• Fast-paced decision making</li><li>• Motivational</li><li>• Predominate</li><li>• Multitasking</li></ul> | <ul style="list-style-type: none"><li>• Translation Expertise</li><li>• Innovative</li><li>• Team player</li><li>• Cleanliness</li></ul> |
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## LANGUAGES

Mother Tongue : Malayalam

Foreign Languages : English (C2 Level)  
Arabic (C2 Level)  
Hindi (C2 Level)  
Urdu (C2 Level)