



MUHAMMED SHEFEEK

ARABIC TYPING PROFESSIONAL

Contact Details

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- Dubai, UAE

Additional Information

- Gender: Male
- Marital Status: Single
- Date of Birth: 27/06/1993
- Nationality: Indian
- Passport No : W8526063 (Exp:11/01/2033)
- Languages: English, Arabic, Hindi, Malayalam

Hard Skills

- Arabic Typing
- Multilingual Document Editing
- Arabic Language Translation
- Proofreading and Editing
- Typing Speed Enhancement
- Text Formatting Knowledge
- Transcription and Translations
- Digital Document Management
- Arabic Grammar Knowledge
- Multilingual Text Processing

Soft Skills

- Strong Communication Skills
- Attention to Detail
- Time Management Abilities
- Cultural Sensitivity Awareness
- Adaptability to Change
- Problem Solving Skills
- Collaborative Team Player
- Critical Thinking Ability
- Organized and Efficient

Area of Expertise

- Advanced Arabic Typing
- Multilingual Translation Projects
- Digital Content Creation
- Cultural Linguistic Adaptations
- Text Data Management
- Document Proofreading Accuracy
- Legal Document Translation
- Professional Writing Techniques

Technical Skills

- Microsoft Office Suite (Word, Excel)
- Book Keeping
- Phone and Email Systems

Profile Summary

- Highly skilled graduate with advanced proficiency in Arabic typing, specializing in precise and efficient documentation.
- Experienced in translating English and Arabic texts with a strong focus on linguistic accuracy and cultural sensitivity.
- Adept at utilizing modern tools and techniques for text editing, document formatting, and transcription.
- Strong commitment to meeting deadlines while maintaining high-quality standards in multilingual projects.
- Seeking a challenging role to leverage my typing expertise and translation skills in contributing to organizational success.

Academic & Professional Qualifications

- **ENGLISH AND ARABIC TRANSLATING & TYPING COURSE**
INDEX ACADEMY, TIRUR (2024)
- **DIPLOMA IN MULTI-TECHNOLOGY**
KELTON KNOWLEDGE CENTRE, VALANCHERY, MALAPPURAM (2014)
- **CERTIFICATE IN OFFICE SECRETARY PRO, NCET**
OFFICE MANAGEMENT, MS OFFICE, BOOKKEEPING, INTERNET SKILLS, JUNE 2013
- **HIGHER SECONDARY EDUCATION**
LEARNERS COLLEGE, PUTHANATHANI (2011-2013)
- **SECONDARY SCHOOL LEAVING CERTIFICATE**
CHERULAL HIGH SCHOOL, MALAPPURAM (2010)

Work Experience

- **SALES EXECUTIVE**
AL MADEENA HYPERMARKET, JEBEL ALI, DUBAI, 2018 - 2021
 - Greeted and assisted customers, responding to inquiries and providing personalized product recommendations to enhance shopping experience and drive sales.
 - Maintained product knowledge to suggest relevant items based on customer preferences, improving overall customer satisfaction and increasing sales opportunities.
 - Guided customers through the purchasing process, ensuring smooth transactions and addressing any concerns to facilitate a positive shopping experience.
 - Kept the sales floor organized, tidy, and visually appealing, ensuring easy product accessibility for customers and a pleasant shopping environment.
 - Stocked merchandise and ensured proper labeling, ensuring products were readily available and clearly displayed for customer convenience.
 - Monitored stock levels and informed management of low inventory, ensuring shelves were consistently replenished with high-demand products.
 - Assisted in promotional displays, ensuring promotional materials and discounts were accurately communicated to customers for increased sales potential.
 - Collaborated with team members to ensure smooth store operations, contributing to the overall success of the retail environment.

Achievements

- Mastered advanced Arabic typing skills, significantly improving speed and accuracy in both Arabic and English languages.
- Achieved proficiency in both English and Arabic typing, meeting high standards for professional and academic work in both languages.