

MUHAMMED SAHIL VA

CONTACT

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📍 Velipady(h) neericode p.o

PROFILE INFO

B.A. Arabic graduate with strong communication, research, and analytical skills. Passionate about digital marketing, content creation, and social media, with a commitment to continuous learning and professional growth.

EDUCATION

- BA Arabic
MES COLLEGE MARAMPILLY,
MAHATMA GANDHI UNIVERSITY (2023)
CCPA : 6.62
- Higher secondary
QUEEN MOTHER'S COLLEGE (2022)

EXPERIENCE

Receptionist Jan 2024 - Apr 2024
THE LOTAZ HOTEL. KERALA, INDIA

- Managed front desk operations, including check-ins, check-outs, and guest inquiries.
- Handled bookings, payments, and ensured a positive guest experience.
- Coordinated with staff to address guest needs promptly and professionally.

SKILLS

- Strong Linguistic Skills - Proficient in Arabic and English .
- Excellent Communication Skills - Skilled in both written and verbal expression.
- Attention to Detail - Ensures accuracy in translation and literary analysis.
- Research Abilities - Experienced in analyzing texts and conducting in-depth research.
- Familiar with translation tools and MS Office
- Proficient in Arabic and English (speaking, writing, translation)

Medicine Distributor Jun 2023 - Aug 2023
LIFE MEDICALS. KERALA, INDIA

- Delivered medical supplies efficiently to clients and ensured accurate inventory management.
- Maintained strong customer relations and resolved order discrepancies.
- Ensured timely and accurate delivery of medicines in compliance with guidelines.

REFERENCE

Mr.Sharafudheen C A
Assistant Professor &Head
Department of Arabic
MES College Marampally
Phone : +91 90377 41270

LANGUAGES

- English
- Arabic
- Malayalam

INTERESTS

- Translation
- Digital media
- Films
- Creative writing

