

An Expert Translator with 18 years experience, including 5 years in import export, 2 years as IT Company Branch Manager, 5 years as Office Manager of engineering consultant CEO and lately, Administrative Manager at Industrial Engineering Company.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 21/04/1976
Gender : Female
Residence : Nasr City, Cairo

EDUCATION

: The Higher Institute for Languages and Translation, Equivalent to English Language License, Ain Shams University, Faculty of Arts

LANGUAGES

Arabic : Native Language
English : Excellent
German : Fair

COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet

TRAINING COURSES AND CERTIFICATIONS

: E-marketing Diploma & Social Media:

- E-marketing Diploma at the Commercial Syndicate.
- E-marketing practice at e-Marketing Egypt.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2019 till Jun. 2020
Employer : Ultimatrue Engineering Industries
Job title : Administrative Manager
Job Description :

- Supervising day-to-day operations of the administrative department and staff members.
- Developing, reviewing and improving administrative systems, policies, and procedures.
- Ensuring office is stocked with necessary supplies and all equipment is

working and properly maintained.

- Planning, scheduling and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.

Dates : From Apr. 2018 till Jul. 2019

Employer : Bridges for Contracting & Trading

Job title : Office Manager

Job Description :

- Overseeing general office operation.
- Greeting visitors.
- Coordinating appointments and meetings and managing staff calendars and schedules.
- Supervising, mentoring, training, and coaching our office staff and delegating assignments to ensure maximum productivity.
- Coordinating domestic and international travel.
- Purchasing office supplies and equipment and maintaining proper stock levels.
- Producing reports, composing correspondence.
- Working on Bridges website as data entry including content & media and follow up the technical amendments based on my experience.

Dates : From Nov. 2013 till Mar. 2018

Employer : Center of Planning and Architecture Studies

Job title : Office Manager

Job Description :

- Using a range of office software, including Outlook, Word, Excel, Mobile apps for managing engineering.
- Translating and writing management letters.
- Managing Secretary Department and administrative works.
- Receiving all the Organization emails to be sent to outside receivers and vice versa.
- Managing all letters and faxes from outside Organization, scan and distribute it to all departments.
- Managing filing & archiving systems.
- Developing and implementing new administrative systems, such as record management and archiving.
- Documents Controller in the Quality Control Department.
- Organizing the office layout.
- Organizing and chairing meetings with staff, clients and privet visitors.
- Responding to client's enquiries and complaints.
- Depending on the organization, duties of the role may extend to the management of social media.
- Managing office boys working.

Dates : From Mar. 2012 till May 2013

Employer : Smart Vision Egypt

Job title : Executive Manager – Branch Manager
Job Description :

- Utilized clarity, humor, well-defined goals, and a positive work ethic to establish a spirited organizational culture throughout the company.
- Developed and implemented strategic objectives to ensure achievement of profitability goals and a high level of client satisfaction.
- Created and led cross-functional teams in building and supporting the smooth installation/conversion of new managed-care software. Developed business requirements, trained users, and supported client base.
- Cultivated excellent long-term relationships with clients, maintaining ongoing communication and facilitating solutions to address concerns.

Dates : From May 2007 till Feb. 2012

Employer : Dr. Farm Co.

Job title : Executive Manager – Import / Export Coordinator

Job Description :

- Researching and planning the most appropriate route for a shipment.
- Arranging documentation to satisfy all government, and industry related requirements.
- Working with 3rd parties to move goods (via road, rail, air or ocean) in accordance with requirements.
- Arranging payment of freight and other charges or collection of payment on behalf of clients.
- Working closely with customers, colleagues and third parties to ensure smooth operations to deadlines.
- Maintaining current knowledge of relevant legislation, political situations and other factors that could affect the movement of the freight.

Employer : Horizon Development

Job Description : Translating game manuals and Arabizing the English programs: Translating the computer game software from English into Arabic to be associated with the game package that will be distributed in Egypt for the Arab users. These manuals contain how to install the game and the way of playing it, in addition to the troubleshooting that may face the user while playing the game. According to Arabizing the English programs, it means replacing the English educational curriculums with that of Arabic considering the age of the program.

Employer : Gulf Institute for Strategic Studies

Job Description : Translating political and economic essays and articles of the foreign newspapers and reports that can be used in making a political and economy researches.

Employer : Melody Company

Job Description : Translating English songs to be revised or controlled then agreed by the Censorship Department for Audiovisual Materials to assure that they don't refer to any immoral meanings.

As a Freelancer Translator:

• Mobile Guide Magazine: Translating technical articles of mobile and

country profiles especially in the field of telecommunications.

- Home Languages Co.: Translating Books fiction, self-improvement and management.
- Al-Khulasa.com: Translating book reviews, dealing with Business Management in the new world of IT.
- Al-Elm magazine: Translating scientific articles.

- Field of experience :**
- From 2000 till 2010, I translated scientific articles in astronomy, biology and astrophysics besides working in import and export. I had one own book translated for the Higher Council of Culture dealing with Children, Technology and Information.
 - General and Practical knowledge in E-marketing & E-Commerce.
 - Broad-based experience covering a full spectrum of administrative duties, including executive support, office management, billing/invoicing, customer care, database administration, document preparation, travel/meeting coordination and project/program support.
 - Superior multitasking talents, with the ability to manage multiple high-priority assignments and develop solutions to challenging business problems.
 - Translating from Arabic into English and vice versa: Translating political, economy and scientific articles. In addition to social subjects dealing with criticizing personal political and social thoughts.
 - At sight Translation: Reading the article once to get the idea then translating it.
 - Consecutive Translation: Taking certain or personal symbols while hearing a piece of article to remember what it talks about and then translating it.
 - Published Works: A translated book titled, Children, Technology and Information. In addition to translated articles published in Al-Elm mag.