

Holds a Bachelor in English Literature & Linguistics and has over 6 years hands-on experience working as Office Manager and Translator.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 04/11/1982
Gender : Female
Marital Status : Single
Residence : Cairo

EDUCATION

: Bachelor in English Literature & Linguistics, Ain Shams University, 2005
: Secondary Education: Integrated Thebes Language School, 2000

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Feb. 2012 till May 2013
Employer : EGYPTIAN TRANSLATORS ASSOCIATION, Egypt
Job title : Legal Translator
Job Description : I was accredited as Legal Translator by EGYPTIAN TRANSLATORS ASSOCIATION (EGYTA) and was working as Translator at their headquarter in Cairo.

Dates : From Jan. 2009 till Feb. 2012
Employer : AL HODA, Cairo
Job title : Office Manager

Dates : From Feb. 2010 till Mar. 2011
Employer : GENERAL EGYPTIAN BOOK ORGANIZATION, Egypt
Job title : Freelance Translator

Dates : From Jan. 2009 till Jan. 2010
Employer : EGYPTIAN INITIATIVE FOR PERSONAL RIGHTS, Egypt
Job title : Freelance Translator

Dates : From Feb. 2007 till Feb. 2008
Employer : SEENOPEX OIL AND GAS, Cairo
Job title : Office Manager

Field of experience : Intermediate in LEGAL TRANSLATIONS.