

Translator & Interpreter & Export & Import Manager & Assistant

Holds a Bachelor in English Language and Translation and has over 13 years hands-on experience working in office management activities and translation.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 26/03/1984
Gender : Male
Marital Status : Single
Residence : Ain Shams, Cairo

EDUCATION

: Bachelor in English Language and Translation, El Maaref High Institute for Languages & Translation, 2005
: Ibn Khaldon High School

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

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

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2005 till 2016
Employer : Chertex Factory for Casual Wear
Job title : Translator & Interpreter & Export & Import Manager & Assistant to Chairman
Job Description :

- Office Management Activities.
- Prepare Agenda for Meetings Coordinate.
- Liaising with a variety of parties including suppliers, manufactures, and customers.
- Coordinate processes to ensure customer satisfaction.
- Negotiate air & ocean freight with freight forwarders & choose the best offer.
- Deal with shipping lines, Air lines & freight forwarding.
- Evaluate suppliers and maintain purchasing protocols.
- Studying sales records and inventory levels.
- Placing orders and checking shipment.
- Manage the necessary documentation and online forms.

- Prepare and submit relevant administration.
- Managing filing systems.
- Developing and implementing new administrative systems.
- Delegating work to staff and managing their workload and output.
- Responding to customer enquiries and complaints.
- Reviewing and updating health and safety policies and ensuring they are observed.

Dates : From 2007 till 2010
Employer : World Medical Center (Signal Department - Armed Forces)
Job title : Translator
Job Description : Responsible for Code Blue & the pager device.

Dates : From 2003 till 2007
Job Description : English Tutor in individual lessons for: Primary, Middle and High School and courses for adults in companies.

Dates : From 2002 till 2005
Employer : Conrad Cairo Hotel in Banquet Dept.
Job title : Waiter (Casual Contract)