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| **Sara Mahmoud Salah El-Din** 90 Al-Fayoum Street, Dar El-Salam,Cairo, Egypt.Mob: 01117813347sara\_mook@yahoo.comsara2mook@gmail.com |
| Career Objective | I am planning to keep on my performance to be an effecting member in one of the famous companies where I can utilize my background, improve and make good use of my experiences. |
| Personal Information |

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| Birth date  | : 22-3-1983 |
| Gender  | :female |
| Marital status  | : married |
| Nationality  | : Egyptian |
| Resident of  | : Cairo – Egypt |

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| Education **Employment** | -Now studying the Foundation Certificate for Translators and Interpreters in SCE at AUC “ American University in Cairo”-Bachelor of English language simultaneous and written interpretation with very good degree 2006, Al-Azhar university.High School: Helwan Azharian secondary school with very good degree, 2001.--Worked for 4 years at Eca Company for distributing computer accessories and hardware (2009-2013).--Worked for 3 years as a free lancer in general, medical, Islamic, and legal fields (2006- 2009). |
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| Language Skills | **Arabic** as Native Language.**English** is perfect as my specialization**French** accepted as a third language |
| Brief of job dutiesCoursesComputer Skills | My last job duties* Meeting customers and managing sales affairs.
* Responsible for maintenance (hardware and software).
* Performing some secretarial affairs.

 * Self-study of Colwri2.3x principles of written English, part 3 at Berkeley’s site, 2014.
* Self-study of (Fundamentals of Computer Networking- Manhattan College) course – 2013.
* Internet rater course both in Appenbutlerhill and Leapforce sites( 2013)
* English course from AUC (American University in Cairo) 2002.
* Personal studies on internet concerning computer's software and hardware maintenance

Microsoft WordMicrosoft ExcelMicrosoft PowerPointInternet Skills   Other Skills as Hardware Skills & General Knowledge. |
| Personal Skills | **Communication Skills*** I have a good relationship with my customers and colleagues.
* I collaborate with my team to achieve goals.

**Other skills*** I have the ability to self learn and still working on improving it more.
* Ability of working in a team.
* Using the logical analysis to solve the problems.
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| Interests and hobbies | Knowing as much as possible about Computers Generally (soft and hard), it’s one of my basic interests, and translation is my basic love, 'not for it is my specialization’, and reading in different fields. |
|  | References are available upon request. |