

# MAHMOUD HELAL



## Work experience

2013 - Present / **Googan Group, Homs** translations, **Aspena, QA Czech, Graficon** / Translation & Proofreading

### Freelance translator & proofreader

#### Responsibilities

- As a freelance translator for daily translation tasks.
- Domains: Legal, marketing, general.

2014 - Present / **Ethics for translation services** / Translation & Proofreading

### translator

#### Responsibilities

- As a part-time translator for daily translation tasks.
- Domains: Legal, marketing, general.

2013 - Present / **Ministry of Trade and Industry, Egypt** / Media and Public relations

### Journalistic Translator

#### Responsibilities

- Translating and paraphrasing the Ministry news from Arabic into English.
- Taking minutes during the meetings or conferences.
- Preparing the journalistic reports.
- Participating in conferences and fair organizing.

2011 - 2013 / **Exim& Kartago Tours, Egypt** / Tours, hotels and excursion

### Tour Leader and Translator

#### Responsibilities

- Providing general knowledge of attractions and destinations
- Preparing for the tours by making arrangements and confirming reservations
- Conducting tours

## Education

2007 - 2011



### BASIC DATA

- 1 Club St, Haram, 15623, Giza
- 00201118914375
- [mahmoudhelal1990@gmail.com](mailto:mahmoudhelal1990@gmail.com)
- 2/6/1990
- Married



### LANGUAGE PROFICIENCY

**Czech** ★★★  
*active*

**English** ★★★  
*active*

**Slovak** ★  
*beginner*



### DRIVER'S LICENSE

Groups

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## **BA in Linguistic Studies, Czech and English**

(Overall Grade: Very Good with honor Subjects: Czech and English languages)

Ain Shams University, Cairo, Abaseya, Cairo

2010 - 2010

## **Linguistic Studies, Czech and English**


Faculty of Arts - Charles University, Prague, Czech Republic


### **Certificates and Courses**

#### **Business Administration Diploma**

Marketing and Strategic management HR Management and Organizational behavior Principles of Business Finance Decision Making and Problem-solving Leadership and interpersonal skills Project Management

### **Other skills and abilities**

 Teaching English and Czech languages.

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