

Curriculum Vita



Personal Details:

Name : Nour Mohamed Mahmoud Daanoun
Date of birth : 25th October 1984
Place of birth : Damanhour
Marital Status : Married
Military Status : Exemption
Nationality : Egyptian
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Education:

- Bachelor of Education and Arts, English Department, Faculty of Education, Al-Azhar University at Cairo. "Good" degree 2006.

Current Occupation:

- Translator at **Behiera Water & Drainage Company** [BWADC](#).
- Freelancer at Granada Translation Company.
- Member of BWADC Vocational School & Training Center Project Implementation Unit.
- Instructor of ESL at Oxford Damanhour for Technology and Languages.

Work Experience:

- Consecutive and written translation (English - Arabic - English).
- Translate contractors and consultants reports.
- Translate law contracts and regulations of the company.
- Arrange with VNG the twinning contracts and reports.
- Interpret and communicate with the World Bank with regard to Grants - Loans and any other investments.
- Organize foreigners' workshops, LiveMeeting sessions and visits and take the needed procedures to reserve their flight tickets.
- Translate curriculum of the Company's vocational school and training courses.
- International Cooperation.
- Arrange the meetings of the chairman and operate his internal & external Calls with foreign bodies.
- Receive the foreign delegations at the airport or Train station.
- Translate and participate in preparing the financial claims of the cooperation between the company and any other foreign bodies.

- Communicate with the foreign bodies that deal with the company.
- Prepare the periodical reports about the cooperation with the foreign bodies in Arabic and English.
- Archive cooperation and twining reports & follow up the execution of each report recommendations.

Fields of Translation:

Technical, Law, Chemistry, Contracts, Financial, Economic, Administrative, Curriculum, press.

Soft Skills:

- Ability to learn new technologies and sciences.
- Ability to work under pressure and within team work.
- Ability to work in a group or individually.
- Good planning ability.

Training Courses:

- Legal Translation
- Toefl
- ICDL.
- Problem Solving Techniques
- Introduction To Effect Presentation
- E-mail writing
- Business Etiquette
- Fundamentals of Communication
- Advanced Communication skills
- Effective Facilitations Skills
- Interviewing Skills For Management

Computer & Internet Skills:

- MS Office Package.
- Software programing using visual basic all versions and access.
- Photoshop all versions.
- Internet programming (includes building websites and managing servers).

Languages:

Language	Speaking	Writing
Arabic	Mother Tongue	Mother Tongue
English	Fluent	V. Good