

Resume



Name: Ahmed Mahmoud Ahmed Negm

- **Personal data:**

Date of Birth	01/01/1988
Place of residence	Riyadh
Marital status	Single
Nationality	Egyptian
Contact No.	+966590709528
E-mail:	ahmed_211020@yahoo.com

- **Academic Qualifications:**

- Faculty of Language and Translation- Simultaneous Interpretation Department.
- English Major - Al Azhar University, 2011.
- Accumulative score: good

- **Expertise and Training courses:**

- Legal translation course -2016.
- Legal keys June -14.
- Foundation of translation course at American university in Cairo (AUC) – 2011.
- Executive translation course, Al Azhar University, 2010.
- At sight translation course, Al Azhar University, 2010.
- Simultaneous translation course, Al Azhar University, 2010.

- **Business management courses**

- Practical management course-2015.
- Strategic and operational management course-2015.
- Marketing planning course August -14.
- Marketing Management course June -14.
- Communication skills Diploma – 2010.
- Time management Diploma -2010.
- Negotiation skills training course.
- Persuasion skills diploma June -14.

- **Experience :**

- ❖ Simultaneous interpreter For meetings , conferences in AL –Madani Translation office Riyadh.2016
- ❖ Translator at National advanced systems co. From Sep, 2013 to present.
- ❖ Translator at Saudi Millen contracting company. from May,2012 to August 2013
- ❖ Translator at Almujtamaa International Medical Company. From Jan, 2012 to May.
- ❖ Part time Translator at Momen Centre – Riyadh (certified translation) from 2013 to present.
- ❖ Freelancer interpreter from2009 to present.

Main Job Tasks and Responsibilities

- ✓ Simultaneous interpretation for meeting and conferences
- ✓ Translation of medical reports
- ✓ Translation of governments tenders (security systems and telecommunications).
- ✓ Translation of certificates , shipping documents , presentations
- ✓ Translation of Contracts & legal Materials.
- ✓ Translation of technical products catalogues.
- ✓ Proofread, edit, and revise translated materials.
- ✓ Translation of meeting through conference calls.

- **Spoken languages:**

- Arabic : Native
- English : Fluent

- **Computer Skills:**

- Trados
- Windows, MS. Word, MS.Excel. Access Database
- ICDL diploma.
- Access Data Base

- **Personal attributes :**

- Reader.
- Team worker.