

Name: Mohammad Abdullah Ali

Country: Egypt

E-mail: mohammedtantawy82@gmail.com

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| WORKING LANGUAGES | English to Arabic Arabic to English |
| SKILLS PROFILE | <ul style="list-style-type: none">• Experienced translator• Dramatically enhanced customer-satisfaction ratings by expediting all claims and ensuring a high degree of accuracy.• Received numerous accolades from senior management for consistently providing excellent service and tactfully resolving sensitive issues.• Excellent working knowledge in; Microsoft Excel, Microsoft PowerPoint, and Microsoft Word.• Knowledge of and experience with Technology and Engineering works.• Good filing and organizational skills• Experience in handling confidential paperwork• Ability to take accurate phone messages and deliver messages promptly• Good customer-relations background |
| EXPERIENCE | |
| June 2016 – Present | Freelance Translator Financial, Accountant, Technical, IT, Business areas, automotive, Islamic Translation and proofreading: <ul style="list-style-type: none">• Reports• Material Safety Data Sheets• Worker's manuals• Tables• Islamic speeches |
| AREAS OF EXPERTISE | <ul style="list-style-type: none">• Technical/Industry• Logistic• Construction• Accountance• IT: hardware & software• Business, Financial texts• Questionnaires• General texts• I have some of talents in how to deal with new problems if I have suitable tools.• I am perfect in online communication skills especially contacting by writing and human analysis |
| Computer Skills | <ul style="list-style-type: none">○ Windows XP& 7& 8, Vista, Microsoft office, etc. With a good level and I have an excellent skill for searching on the internet.○ I have used a PC for more than 10 years and now, I am using a Laptop.○ I am interested in Website design and online working through it. I have a good experience with HTML/CSS & JavaScript.○ I have a good expertise in a lot of Engineering softwares.○ I am so experienced in Video editing and a lot of other programs. |