

HAKEM SALEH, BACHELOR OF ART



BASIC DATA

- No. 32 Mahmoud Youssef, 1112, 20
- 01007007129
- hakemsaleh@gmail.com
- <http://kenanaonline.com/hakemsaleh>
- 6/9/1966
- Married



LANGUAGE PROFICIENCY

Arabic ★★★★★
native speaker

English ★★★
active



DRIVER'S LICENSE

Groups

A

Work experience


2000 - 2018 / **Translation Offices - Afro-Asian Writers - Journalists Syndicate -AUC** / Translation - Writing


Translator - Writer - Journalist


Responsibilities

- Rendered correct concepts/meanings between source and target language.
- Provided professional translation services for project proposals.
- Excellent fluency both verbal and written, in English and Arabic.
- Excellent people skills – ability to work with a wide range of people, from various backgrounds.
- Reliable, flexible, expert, full-time, client-oriented, service-minded, constant availability.
- The great professional and competitive working environment trained me tremendously – I have experience in Editing, Writing, Translation, and Content Development along with being at the Administrative positions.
- Editing, proofing, updating content & rewriting the content.
- Experience of 5 year in journalism and professional writing.
- Very fluent in speaking and writing Arabic and English.
- Expert in writing the article related to the society
- Devoted, responsible and self-motivated personnel.
- Proven ability to take new topics, news and responsibilities.
- Sound knowledge and awareness of the things happening in the surroundings.
- Exceptionally great communication skills both written and verbal.
- In-depth knowledge of the respective subject and research for the given or new topic.
- Profound skills of computers such as word, power point, excel, access etc.
- Translation - Phrasal Verbs - Slang - Idioms- Expression- Financial-Media- Legal

Other professional experiences, references

 Josie Diancin English Teacher 0106821047

 Mohamed Translator 0123818677

 Shaaban Gouda Engineer 0123642340

Education

2000 - 2003

Translation


Cairo University , Giza


Certificates and Courses


Courses and Certificates

C# - HTLM - ICDL- Excel Certificate- Accounting Fundamentals Certificate- Introduction to Corporate Finance-Reading Financial Statements- Basics of finance-Business email-Cash flow-Customer relationship management- Effective business websites-Effective leadership-Effective presentations-Energy efficiency-Finding funding-Hiring staff-Inventory management-IT for business success-Managing contact information-Marketing benefits vs. features- Maximizing capacity-Presenting data-Profit and loss-Selling online-Setting prices-Social entrepreneurship-Social media marketing-Unique value proposition-Your target audience

Other skills and abilities

 Published books:

 1 - Slang Language Dictionary

 2 - Affixes and Roots Dictionary

 3- Illustrated Dictionary

 Links:

 <https://www.facebook.com/hakemsaleh>

 <https://www.facebook.com/Hakem-Saleh-770817736381272/?ref=bookmarks>

 <https://www.facebook.com/Hakem-Saleh3-168216280194441/>

 <https://www.facebook.com/hakemsaleh2/>

 <http://hakemsaleh.blogspot.com.eg/>

 <https://twitter.com/hakemsaleh>

 <http://www.lulu.com/spotlight/hakem1saleh2>