

Curriculum vitae (C.V)

Muhammad Gamal



Personal Data

Full Name : Muhammad Gamal Muhammad Atia
Date of Birth : 30/09/1995
Age : 23 Years
Nationality : Egyptian
National ID No. : 29509301702115
Marital Status : Single
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Career Objective

As an ambitious, self-motivated and hard working person, I am looking for a career opportunity, rather than just a job, in a stable organization, where I can develop and improve my career in a motivating work environment.

Education

Bachelor's Degree of Languages and Translation (Faculty of Languages and Translation, Simultaneous Interpretation Department – Al-Azher University).

Professional Experiences

• June 2017 Until Now
One Year and Two Months

Professional Translator & Interpreter at Serial Translation Group Co.

Industry: *Legal, Technical, Medical and General Translation.*

- To provide an effective and high quality written translation service which meets customers' needs and contractual performance targets, and gives a good financial return to the company.
- To lead, develop and manage the performance of the Translations Team, including external freelance translators, effectively.
- To take an active role to maintain and build the business, seeking new customers and contracts.
- The job is really nice there!

- **July 2016 to June 2018**
About 2 Years

Professional Freelancer Translator at Master Translation Co.

Industry: *Legal, Technical, Medical and General Translation.*

- To provide an effective and high quality written translation service which meets customers' needs and contractual performance targets, and gives a good financial return to the company.
- Implementing large projects on different types: Legal, Technical, Medical, Literature, Economic and General Translation.

- **June 2016 until Now**
Two Years

Professional Freelancer Translator at Freelancer Websites

Industry: *Legal, Technical, Medical and General Translation.*

- To provide an effective and high quality written translation service which meets customers' needs and contractual performance targets, and gives a good financial return to the company.
- Implementing large projects on different types: Legal, Technical, Medical, Literature, Economic and General Translation.

Certificates and Training

- General English Translation at Serial Translation Group.
- Legal and Technical Translation at Serial Translation Group & Faculty of Languages and Translation.
- Trained at Regency for translation and training for six months on Different Types of Translation.
- Professional on English Language at Al-Azher University.
- English Pronunciation Diploma at International Languages Institute in Minufiya.
- English Grammar at Ministry of Defense Language Institute (MODLI)
- Microsoft Office Specification (MOS).

It Experience

- Advanced in CAT Tools (Trados – Word Fast – Memo Q).
- Advanced in Microsoft Operating System Windows.
- Advanced in Microsoft Applications Office 2003, 2007, 2010, 2013, and 2016.
- Advanced in Internet activities (Surfing, Browsing, Searching, Emails, Social networks etc.).

Languages

- Arabic and English: Fluent Level.
- Spanish: Intermediate Level.

Tools and Technologies

- Advanced in ERP system, Microsoft Office, and Internet.
- Advanced in CAT Tools (Trados – Word Fast – Memo Q).
- Advanced in Microsoft Applications Office 2003, 2007, 2010, 2013, and 2016.

Areas of Expertise

- Human development course
- International Computing Driving License (I.C.D.L).

Courses

Al-Azher University

- Consecutive Translation
- Economic Translation
- English Grammar
- English Pronunciation Diploma
- Political Translation
- Simultaneous Interpretation Course

Serial Translation Group

- Editing & Proofreading
- Legal Translation
- Medical Translation
- Technical Translation

Regency for Translation and Training

- Editing & Proofreading
- Legal Translation
- Medical Translation
- Technical Translation

Key Skills

- Well-developed written and oral communication skills.
- Exceptional telephone skills
- Able to work as part of a team.
- Professional keyboard/word processing/internet/clerical skills in both Arabic in English.
- Ability to work under pressure and meet deadlines.
- Creative, Organizer, Problem Solver, Flexible / Adaptive, Social

Work Skills

- | | |
|--------------------------|-----------------------|
| • Cat Tools | • Research |
| • Linguistics | • Writing |
| • Editing | • Proofreading |
| • Localization | • Microsoft Office |
| • Network Administration | • Team Leadership |
| • Quality Auditing | • Organization Skills |
| • Human Resources | • Problem Solving |
| • Teamwork | • Subtitling. |

Volunteer Experience

- English Instructor at Be Original Team (2016)
- English Teacher at my City (2013 – till now)
- Human Resources Specialist at my City (2017)