

Dalia

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Objectives

- Working in a field where I can develop myself to serve the organization
- Working to improve the organization and achieve its objectives
- Working with a scalable team that we can together improve the organization
- Obtain more responsibilities and administrative tasks that develop my practical skill

Education

- University** : Sohag University (Faculty of Arts).
- Degree** : Bachelor of Arts (English Section).
- Graduation Date** : 2018.

Practical Experiences

- +3 Year** Freelancer Translator & Interpreter.
- +2 Year** Design Templates & CV using photoshop.
- +2 Year** Working online for several translation offices.

Training Courses

- Business English Course
- English Conversation Course
- Translation and Interpreting Course
- IC3 Training
- HR Course

Skills

- Solve business problems and deal in ways appropriate to the nature of the task
- Follow and apply managers' instructions and comply with entity policies
- I can use computer and Office programs very well
- Seriousness, commitment and respect for work regulations
- Ability to work in a team
- Ability to work under pressure
- Ability to communicate with clients
- I always respect time and appointments
- I always seek to develop myself at work

Languages

- Arabic : Native Language



- English : Very Good



- Fransais : Normal



- Deutsch : Normal



Other Activities

- Participate in some volunteer works.
- I can speak fluently in Arabic and English.
- Participation in workshop - (time management) in Sohag University.
- I participated in a lot of tasks Students in Sohag University.