

2/37 Zahraa El Maadi, MAADI,CAIRO, EGYPT  
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## SHAHIRA MOHAMED NAGUIB

Dedicated English-Arabic translator with more than twenty years of professional experience. Exceptionally accurate written and simultaneous translation. Diverse experience including legal, administrative, economic materials and large-scale executive organization documents. Translating, proofreading and editing agreements, contracts, and media documents, including but not limited to, government-related communications.

Established an Arabic Microsite of an established company website with all its contents including press releases, legal documents...etc.

### **Achieved Translation and Editing Projects:**

- Anti-Corruption Policy
- Anti-Money Laundering Policy
- All kinds of Contracts
- All kinds of Governmental correspondences
- Media Contents; press releases, website contents and announcements

## Personal Data:

Name : Shahira Mohamed Naguib  
Nationality : Egyptian  
Date of Birth : 25 October, 1976  
Place of Birth : Cairo, Egypt  
Marital Status : Married (1 Child)  
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Cairo, Egypt.

## Academic Background:

- Career Certificate of Legal Translation- American University in Cairo (AUC)
- Currently finalizing the Diploma degree from the American University in Cairo (AUC)
- Completed an online course of Proofreading and Copy editing- Universal Class
- Graduated from the Faculty of Arts- English Department - Cairo University (May 2000)
- Graduated from Maadi Canal Language School

## Interpersonal Skills:

Persistence- leadership- hard work- operate well under pressure- effective team work member.

## Languages:

- ▶ Arabic (Mother tongue)
- ▶ English (fluent spoken and written)
- ▶ French (fair spoken and written)

References and samples of projects are available upon request