



English to Arabic Translator and vice versa

I'm an experienced English<>Arabic translator and a native Arabic speaker with a very good English language command of both speaking and writing skills. my one year in **translation** freelance, ten years in **Administration** and two years in **customer service** career, have allowed me to broaden my horizons and to improve my practical skills.

Ahmed Mostafa Ahmed

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Skill Highlights

- Excellent command of native and second language.
- Extensive cultural knowledge in both languages.
- Great computer skills.
- Excellent learner and researcher.
- Self-motivation and organization.
- Time management skills.
- Customer communication skills.

Languages

English – B1D

Computer Skills

- Microsoft Office.
- Cat Tools (memoQ).
- Social media.
- Email communication.

Personal Data

- Date of birth: 10/6/1980
- Marital status: married

Experience

Translation

- Freelance translator, Arabic <> English and vice-versa for nearly two years from December 2018 to November 2020.
- Freelance Volunteer translator with Wa3i team (awareness group).

administration

- Administrative coordinator for 8 years for Arab medical Union institution from 2009 to 2016.

Customer service

- Outsource Customer service agent for Etisal company in 2007.
- Customer service agent for Capital Cap company 2006.

Education

2016	Cairo university	Bachelor of Art, English translation department, open education.
2003	Cairo university	faculty of commerce, account department.

Certifications

- Basic English translation (certificate): sponsored by the American University.
- English for professional purposes (certificate): sponsored by the American university, intermediate stage B1D.
- the general courses in translation(certificate): sponsored by the Foreign Languages Center, Cairo University.
- International Computer Driving License (ICDL).
- the world class customer service program sponsored by Dale Carnegie training.
- communication skills training program sponsored by logic management consulting.

associations

Member of the Egyptian Association for Globalization (EAGLS)