

Hisham Reda Emam Mohamed

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Personal Information:

Date of Birth: 17th September 1990.

Place of Birth: Cairo, Egypt.

Marital Status: Married.

Gender: Male.

Nationality: Egyptian.

Military Status: Exempted.

Career Objective:

I'm seeking a suitable position that utilizes my computer, language skills, and fulfills my personal ambition and enhances my knowledge.

Educational Background:

-May 2011, B.A. in Archaeology, Cairo University.

-Major: Egyptology.

-Grade: Good.

Extra Courses:

1. Apr. 2009: Aug. 2011, EduEgypt Program (BPO), ITI.

Covering the following disciplines:

a) Customer Service.

- b) Phonetics.
 - c) Listening skills.
 - d) Numerical ability.
 - e) Analytical skills.
 - f) Aptitude.
 - g) Message clarity.
 - h) Microsoft office.
2. Feb. 2010: Aug. 2010, Berlitz Proficiency Levels 2,3&4
3. 18th: 23rd Sep. 2010 Soft Skills (Social Contract Center)

Covering the following disciplines:

- a) Communication skills.
- b) Presentation skills.
- c) Negotiation skills.
- d) Team work skills.
- e) Leadership skills.

Work Experience:

- Jul. 2022: Until now, as a Reviewer and Section head of Arabic translation team at Loc-Camp for translation and localization.

Job tasks:

- Reviewing all the projects and tasks to assure their quality before delivery.
- Being the final eye of all projects, tasks, tests of Arabic section.
- Planning & managing the Arabic section regarding hiring, training of the translators.

- Oct. 2020: Jun. 2022, as a Senior Translator & Reviewer at Nagwa Technologies.

Job tasks:

- Translating all the required materials related to different subject such as Math & Sciences.
- Reviewing all the required materials related to different subject such as Math & Sciences.
- Training the new-comer translators to work according to the in-house rules and style.
- Giving feedback to translators about their works to improve their performance.

-Jul. 2016: Until now, Freelance Translator & Editor.

Languages: English <> Arabic, French <> Arabic.

Fields: General, Legal, Medical, Mechanic, Chemical, Educational, Automotive, Healthcare, Patent... etc.

Tools: CAT tools such as SDL Trados, MemoQ, MemSource, TWS, TMS, XTM, Wordfast, Wimtrad, Transit.

-Jun. 2015: May 2017, as a Vendor Coordinator at Future Group for Translation and Localization.

Job tasks:

- Support the operation to do their tasks perfectly.
- Responsible for arranging all tasks between the project management and the freelance resources, from sending the HO mails, creating their profiles on the system, sending their POs, following up with them, receiving the final files to deliver to the clients.
- Responsible for arranging with the financial department every month for the freelance resources' payments.

- Handling the urgent requirement issues on CAT tools such as Trados (2011, 2014 & 2015), Wordfast, MemoQ, TWS, Wimtrad, XTM & etc.
- Allocate all the tasks with other languages than English such as French, German, Italian, Spanish, Russian, Chinese & etc.

- Jan. 2015: April 2015, as a Vendor Coordinator at BayanTech.

Job tasks:

- Recruit all the required resources for all the pairs.
- Negotiate the rates with all the resources to reach a suitable agreement with them.
- Create the profiles of all the freelance resource we hire.

- Mar. 2014: June 2014, as a HR Specialist (Manpower Sec.) at Egyptian Drilling Company.

Job tasks:

- Support the operation to do their tasks perfectly.
- Responsible for all rig crews.
- Fill the shortage of any crew if occurred due to (Absence, sick Leaves, Marital leaves, ... etc.).
- Revision all the timesheets of the rigs and confirm any benefits to the employees' salaries.
- Connect and bring anyone to the office for investigations or any warning letters.

- Nov. 2012: Mar. 2014, as an Account Advisor at Raya Contact Center

Job tasks:

- Dealing with customers in Etisalat UAE HS project.
- Giving technical support for the customers for any issue related to internet, landline, TV, domains and web hosting.

- Sep. 2011: Dec. 2011, as a Merchandiser at Comfort Continental Co.

Job tasks:

- Dealing with customers in Retail Dep.
 - Marketing the products.
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Skills:

Computer Skills:

- Very good user of Windows, Microsoft Office word & Excel.
- Very good surfing skills on the internet.

Language Skills:

1. Arabic: Mother tongue.
2. English: Fluent in both spoken and written.
3. French: Fluent in both spoken and written.
4. Chinese: Good in both spoken and written.
5. Ancient Egyptian Language (Hieroglyphic & Hieratic): Good.
6. Coptic: Good.

Training:

- 1) 19th Feb: 26th Feb 2010, Intensive excavation course in Sinai.
- 2) 31st Jan: 4th Feb 2009, Intensive excavation course in Sinai.
- 3) Jun. 2008: Sep. 2008, Trainee as a tour guide in the Egyptian museum for the visitors.

Hobbies:

- 1) Reading.
- 2) Painting.
- 3) Learning different languages.
- 4) Surfing Internet.
- 5) Driving cars.

References will be furnished upon request