

Email: nesmaenglish.20@gmail.com

Date of Birth: 25 October 1993

Sheikh Zayed City – October – Giza
Cell: 01009865836

Marital Status: Single



Personal Statement

I aim to work creatively in a challenging environment and compete with other to reach the most prestigious and highest position and acquire the most creative and greatest skills and experience in order to benefit the establishment, for which I am working.

Personal Skills

- Ability to develop, execute, coordinate, analyze & recognize problems.
- Excellent team leader, self-motivated and proactive.
- Ability to work under work pressure with ease and efficiency, if necessary.
- Good organizational skills.
- Enthusiastic and creative individual,
- Accurate, adaptable, broad-minded, creative, dependable, efficient, energetic, experienced, honest, keen for details, loyal, quick learner, and self-motivated
- High presentation, communication and interpersonal skills.
- Excellent computer and Internet surfing.

Technical Skills

- Microsoft Office
- Internet
- Google Sheets
- Software

Education and Certificates

- **Translation and Interpreting Certificate**, American University in Cairo [School of continuing education] **(In progress)**
- **Legal Translation Certificate**, American University in Cairo [School of continuing education] **(2017)**
- **Human Resources Management**, American University in Cairo [School of continuing education] **(2016)**
- **ILETS** International English Language Testing System 8 out of 9 **(2015)**
- **Legal** Translation, Faculty of Al Alsun **(2015)**

- **Bachelor degree in English and French Languages & Translation**, (Faculty of Al Alsun) Ain Shams University, Grade: Very good with honor **(2015)**

Language Skills

- Arabic : 1st language (Native)
- English : Fluent
- French : Very Good

Employment / Career Path

Khodeir & Partners

- Legal Translator and Office Manager (Current Job).

Job Description:

- Translating and controlling legal documents;
- Administration and all managerial stuff of the office;
- Assisting in the Founder and Managing Partner's work;
- Taking responsibility of the office's invoices.

Al Tamimi & Co

- Legal Assistant & Translator (October 2018 to November 2019)

Job Description:

- Translating legal agreements and contracts;
- Assisting in the legal work of the Intellectual Property Team;
- Taking responsibility of the IP Department's invoices.

Talal Abu Ghazala

- Senior Legal Translator (July 2018 to September 2018)

MSA University - HR Coordinator | From Feb 2016 to Jun 2018

Job Description:

- Screening and filtering CVs and Recruitment;
- Administration works, including solving problems and management of the faculty, for which I am working;
- Organizing events and Helping and promotion of the university .

FAO (UN)

- Legal Translator (6-month freelance contract).

Trans Home for Translation Services – Senior Translator | Oct 2015 to Dec 2016

- Translating, editing, subtitling and reviewing all types of translation, including legal, economic, political, literary and medical translation

Hisham Marzouk office for Translation – Translator | Apr 2015 to Sep 2015

- Translating a wide range of documents including but not limited to: contracts, local & international agreements, business letters, academic researches, press articles, technical reports, tenders, feasibility studies, business & economic reports...etc.

Training and Seminars

- **Refaa Unit for Translation** – Translator Trainee | Sep 2013
- **Wikipedia, the Free Encyclopedia** – Volunteer translation and training | Sep 2013
 - I had translated one article from English into Arabic, titled Chicago Board of Trade.
 - I had given training for 3 months in this project.

Human Development Seminars:

- Presentation Skills
- Business Administration
- Human Development
- Anger Management
- Positive Thinking
- The Power of self- Construction
- Creative Thinking
- Ability to work under pressure.
- Ability to handle multiple tasks.

Hobbies: Playing the piano, reading, writing, sport, shopping, listening music and Movies

References are available upon your request