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# Objective

* Looking to find a responsible job position as **Translator** in a well-organized and profit-oriented business organization where my computer knowledge and experienced should use to contribute in business growth. A job that help me to develop my professional job experience.
* Seek to work with admired organization as yours, a job as a Translator that motivate me to use my experience of 4 years and outstanding Translation speed for the organizational development.
* In search of Translation job opportunity where I can make use of my latent to develop organizational profit level.
* To obtain a Translation job position in reputed business organization where I allow using my knowledge and skills to perform my duties as Translator.
* Searching a senior Translator job position with a well-known organization that will make profit from my wide experience of Translator job and knowledge.
* A job as a Translator in future oriented company where I can contribute in the development plans of business. I would like state about my organizational and communication skills which help me to perform as a Translator in organization.

# Experiences

## **Gamil Osman Company 2014 – 2017**

Gmail Osman Company is a Local Company founded in 1998. It is currently made up of 193 Member States. The mission and work of this company are (Translation, Transcription).

**Duties**

* Translate the document From English To Arabic.

## **Day Commerce, Inc 2017 - Now**

Founded in 2006, Day Commerce is a worldwide translation servicesprovider that is focused upon bringing people of all nations together through clear, accurate communication. With teams of linguistic professionals located across four continents—North America, Europe, Asia and Australia—all our employees are passionate, positive and professional. Additionally, our Founder and President, SeanHopwood’s core ethos is embraced by all Day Commerce staff, creating a strong sense of unity. We take pride in achievement, success and lifelong learning—values that were instilled in Mr. Hopwood by his grandfather, Francis Day.

**Duties**

* Translate the document From English <> Arabic and Website and App Localization.
* Format documents as Source Files.
* DTP Professional.
* Arabic Proofreading

## **Asian Trust Translation 2017 - Now**

Founded on September 30, 2005, Asian Trust Translation offers multilingual translation, interpretation and localization with over 110 language pairs. Our recent successes include over 1500 local and oversea clients with thousands of translation projects. Asian Trust Translation is one of top translation service providers in Vietnam, and, indeed, in all of Asia.

**Duties**

* Translate the document From English <> Arabic and Website and App Localization.
* Format documents as Source Files.
* DTP Professional.
* Arabic Proofreading.

# Education

Bachelor's degree, Accounting, Good 2008

# Skills

* Exceptional ability to operate computer.
* Strong command on **Arabic/English** languages.
* Able to understand clerical responsibilities.
* Oral and written communication skills.
* Competent to work with team and also independently.
* Ability to create and maintain good relations with seniors.
* Extremely honest about work.
* Basic knowledge of management's functions.
* Able to perform responsibilities with dedications.
* Active, creative and full of enthusiasm.
* Goals and deadline oriented.

# Computer Skills

* **75 wpm** typing speed.
* Expert in documents typing without mistakes.
* Advanced Knowledge (**OFFICE 2007-2016**) Specially (**Word, Excel, PowerPoint**).
* Advanced Knowledge (**Photoshop CC 2017, InDesign CC 2017**).
* Extensive Knowledge of Microsoft based operating systems including (**windows 7, 8, 10**).
* Advanced Knowledge Internet Software Like (**google chrome, Firefox, Internet Explorer**) and Using Email Clients Like (**Outlook, thunderbird**).

# Language Skills

* **Arabic**: Mother Tone.
* **English**: Good in written and spoken.

# Interests:

* **Reading** about soft skills and thinking skills.
* **Surfing internet** and **Computer Games**.