**CHAKIB ROULA**

**Admin assistant /translator-interpreter**

**Contact information**:

Full name: Chakib Roula

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**Education background**

June 1996 -Bachelor’s degree in English from Constantine University

August 2009- Health, safety and environment training diploma from Enform Canada

August 2010- Passenger service agent training diploma from Online Aviation Limited UK London

**Job experience:**

Oct 2012-Present: full time ticketing and reservations agent at **QATAR AIRWAYS.**

Feb-2012-oct 2012: online full time Freelance self-employed offering translation, proofreading and interpreting services

Jan 2004-Jan 2011: Full time in-house translator /interpreter at **Syken** **college**/**Enform Canada** training center in Algeria in the oil and gas patch namely in HSE (health, safety and environment).

Jun 2002- Dec 2003: Full time ticketing and reservation agent at **Khalifa Airways Company.**

**Skills and competencies**:

-Very advanced knowledge of Arabic, English and French written and spoken

-Excellent commend of Microsoft office (word, excel, outlook, PowerPoint)

-Sound knowledge of SysTran and Fluency Cat tools.

-Fairly good technical background in the following fields of expertise (oil and gas, health ,safety, environment, business, retail commerce ,airline business and legal).

-Intense networking on internet (almost 1000 connections through LinkedIn)

**References:**

1-Larry Willis: Enform Canada former HSE consultant and trainer

Email:lawrencewillis30@gmail.com

2-Fréderic Salimi: Zirak Associates manager

Email:frederic@adepp.com

3-Maywbe Luke: senior consultant at Baxter downs translation agency

Email: [lmawbey@baxterdowns.co.uk](mailto:lmawbey@baxterdowns.co.uk)

4-Erich Rast: CPI former HSE consultant and trainer

Email:raster50@gmail.com

5-Luana Tedesco: Manager of Elle Translations

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