**C.V.**

**Personal Information**

**Name**: Doaa Magdy Mohammed Ahmed Zamzam

**Date of Birth:** 25 June, 1990

**Religion:** Muslim

**Marital status:**  Married

**E-mail:** [dido\_doaa2007@hotmail.com](mailto:dido_doaa2007@hotmail.com)

**Mobile number:** 01011492039 - 01140060683

**Education**

* High school diploma from Manshia School, 2007, grade: 99,3%, full marks in English and French
* **University**: Ain Shams university
* **Faculty**: Al Alsun (faculty of languages)
* **Department**: English , second language French

**Language skills**

**Arabic**: mother tongue, excellent

**English**: excellent

**French**: fluent

**Computer skills**

Windows, Word, Internet, Outlook, Excel.

**Work experience**

**Years of experience**: Eight years

**Job description**: editor and translator

Worked as an Editor and translator at the *Arabian Scientific Information Company "Shua'a"* located in Nasr City, Cairo from 2007 up till now, in charge of translating, editing and summarizing books and magazines in fields like management, customer service, public relations, human resources, economy, investments, education, etc.

Also worked as an editor and translator of book reviews for Mohammed Bin Rashed Al Maktoum foundation, located in Dubai, as of 2008 till 2009.

Now working also as a freelance translator and editor for different companies and institutions in Egypt and Saudi Arabia.

(Reference; [www.maktabatelarab.com](http://www.maktabatelarab.com)), please search for reviews under my name in Arabic.

**Special Attributes:**

- Work Effectively in Team Work

- Enthusiastic and Very Willing to Learn

- Able to Work under Pressure

- Very interested in reading Arabic and English books

- Interested in dealing with foreigners and tourists

I hope I would have the Opportunity to benefit your

Company. I’ll strive to exceed your expectations,

and to widen my Potentials.

(References furnished upon request)