**Mai Hamdy Awad Allah Mohamed**

**16 Kamel Ahmed street, Faisal,**

**Giza, Egypt**

**Mobile :( 202) 01005434595**

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**OBJECTIVE:**

Seeking a challenging position in the field of teaching / Translation/Call center

To obtain a full time position in a multinational that offers a professional working environment and enables me as a fresh graduate to grow while meeting the organization's goals.

**EDUCATION:**

Bachelor of Foreign Languages and Translation, Misr University for Science and Technology,

Faculty of Foreign Languages and Translation 2008

Graduate Grade: Very Good (B)

High School:  Dar El Hoda Language School, 2004

**Work Experiences**

Free-lance Translator at International Plan Organization ( 2014) .

  Free-lance screen translator trainee ( ART/ at Iqraa  International  channel and Masreya Media )                                   2009-2013

Teaching English at Egyptian International school                                                      ( 2010 -2012 )

-Invigilator in the British Council ( Part timer )                                                           2011

International Advisor account Vodafone UK (in summer Technical support  ) ( 2011)

  Customer service Representative at Xceed account (Du)                                                    2010

  Teaching English  at Maharat Super Global International School (2008-2010)

                          (2008-2010)



  Sales and Marketing / processing   at Centro Global Solution  (All American Medical Supplies)                                                                                                                               2012

  Out sourcing sales representative,  Avon & Oriflame                                             2004-2013

\_ Trainning in American Academy ( teaching adults )  3 monhth ( January / February / March ) 2013  .

**TRAINING & CERTIFICATIONS:**

  IELTS test preparation course                                             2013

  TEFEL Certificate (Teaching English as a Foreign Language), American Academy,    2011

  Level four of French language course at ( IBI) instructive British Institute                         2011

  French  language courses, 3 Levels , AUC                                                                          2010

  Career Certificate in Screen Translation, AUC                                                  2010

  Ept ( English Porficiency Test )                                                                              2010

  TOEFL Test preparation course  .                                                                                    2010



  International Computer Driving License – ECDL, (MUST)                                  2008

  Conversation course in MODLI , (Ministry of defense Language Institute )                                                                     2008

  Certificate in Groundwork in Written Translation, AUC.                       2008

  English courses in Ministry of Defense Language Institute – MODLI                     2005-2008

  Summer training in Al Ahram . (Press)                             2005-2006

**ACHIEVEMENTS:**

  I won a prize in writing an essay called Having a Better Life . (MUST University ) ( 2006) .

  I joined a workshop with a United Nation Translator Dr.Khadijah (MUST University ) .

**SKILLS:**

**Computer:** Familiarity with Microsoft Word, Excel, PowerPoint, etc.

**Languages:**

  Arabic  :  Mother tongue .

  English : Excellent ( Reading , speaking and writing) .

  French  : Good       ( Reading , speaking  and writing ) .



**Personal Skills:**

  Enthusiastic, quick to learn with good interpersonal, organizational and people skills

  Highly analytical and attentive to details

  With high quality approach and patience

  Goal and result oriented; organized, flexible and team  player

  Excellent communication and coordination skills

  Have a high sense of responsibility and believe in “It pays to work hard”

**Interests**

  Reading and writing poems and essays.

  Translation into English and Arabic.

**PERSONAL INFORMATION**

  Date of Birth:   July 18th,1987

  Nationality:      Egyptian

  Marital Status:  Single

**REFERENCE:**

References are Available upon Request