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MOHAMED ATEF FAYED

PROFILE

- A talented Translator and Instructor with huge ambition in translating documents, commercial, historical, legal, political, technical and other materials from English, Spanish to Arabic and vice versa; Also teaching them, deep track record of reading materials and rewriting them in either Spanish, English or Arabic, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation and mechanics.

OBJECTIVE

- Job possibility in translation field in relation to tourism, administration field , teach languages , create websites and obtain a distinctive place with the help of acquired education. Obtaining new or additional experience by the assistance of the company or work place. Seeking to build a good career in the mentioned fields.

EDUCATION

- 2015/12/15 - 2016/3/27:** Graphics' Course, Adobe CC Core in **Kit Kseibi Information Technology**, Nasr City, Cairo, Egypt.
- 2014/12/21 - 2015/1/14:** Preliminary Arabic/English/Arabic Translation Course in **Mitsco for Translation and Training**, Nasr City, Cairo, Egypt.
- 2014/5/26 - 2014/8/4:** Web Design Diploma , Adobe CC Core in **Kit Kseibi Information Technology**, Nasr City, Cairo, Egypt.
- 2013/2/15 - 2013/4/19:** ECDL/ICDL ICT, information and communication technology , Version 5, in **Yat Learning Solutions**, Heliopolis, Cairo, Egypt.
- 2013/11/25 - 2013/12/4:** Web Design Diploma, Adobe CS6 Core in **Yat Learning Solutions**, Heliopolis, Cairo, Egypt.
- 2012/3/15 - 2012/4/15:** A Primitive Web Design course, Macromedia Dreamweaver 8, Adobe Photoshop CS3 in **Merge Skills Centre**, Al Nasr Road, Nasr City, Cairo, Egypt.

- 2009/12/17 – 2010/3/11:** Level B1/2 of **Cervantes** (Spanish Cultural Centre), Dokki, Giza, Egypt.
- 2007/10/31 – 2007/12/12:** Third Three of **Cervantes** (Spanish Cultural Centre), Dokki, Giza, Egypt.
- 2007/7/29 – 2007/8/29:** Level Two of **Cervantes** (Spanish Cultural Centre), Dokki, Giza, Egypt.
- 2007/3/13 – 2007/5/26:** Level One of **Cervantes** (Spanish Cultural Centre) Dokki, Giza, Egypt.
- 2006-2009:** Bachelor of Languages specialized in English and Spanish Languages , Graduated from The Higher Institute for Languages and Translation, Culture and Science City, Pant 3/51, District 11, October 6 City, Giza, Egypt. The institute has obtained **an equivalent certificate** from all the governmental universities in **1 June 2010** which granted institute students' same license degree that is subjected to regulating university law and its executive regulations' number (49), year 1972.
- 2005: Secondary certificate** from **Port-Said Languages School**, Zamalek, Cairo, Egypt. (A languages school located in Zamalek , Cairo , Egypt teaches foreign and governmental methods : Art , Arabic , Computer (in English) , English (Advanced Level includes American , Australian and British English , Comprehension , Composition , Grammar (American , Australian and British : Phrasal Verbs , Tenses , Idioms , Literature and Poetry) , English (Ordinary Governmental Level) , French (Governmental) , Math 1 (in English) , Geography (Arabic) , Geology (Arabic) , German (Governmental) , History (Arabic) , Religion (Governmental) , P.E. (Physical Education) , Science (in English) .

QUALIFICATIONS AND CERTIFICATES

- 2015/1/14:** Translation Certificate
- 2014/8/4:** Web Design Certificate: Adobe CC Core.
- 2014/4/16:** ECDL/ICDL Certificate
- 2014/1/4:** Web Design Certificate: Adobe CS6 Core.
- 2011/12/14:** Equivalent certificate from **Supreme council of Universities**.
- 2008/10:** Training certificate from **GL Office** for translation.
- 2010/4/30:** Proof-of-work/employment certificate from **Brego Company for Food Industries, S.A.E (Egyptian joint stock Company)**.
- 2012/4/15:** Web Design Certificate, Photoshop CS3, Macromedia Dreamweaver 8.
- 2005/5:** High School certificate from **Port-Said Languages School**, Zamalek, Cairo, Egypt.

LANGUAGES

- Arabic: Native
 - English: Fluent
 - Spanish: Fluent
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SUMMER JOBS AND WORK EXPERIENCE

2021/9/24 - 2022/10/11 : English Instructor at **Continue Academy** , Roxy and Alf-Maskan Branches .

2020/10/3 - 2022/8/4: English Instructor at **El-Mostakbal Library** , Gesr Al Suez street , beside Heliopolis Central , Heliopolis , Cairo , Egypt .

2019/9/26 – 2020 /9/9: English Instructor at **Success Academy** , Abbasiyya , Dokki and Maadi Branches , Cairo, Egypt.

2019/6/17 – 2020 /3/7: English Instructor :Teaching children English using curriculum and my own experience , explaining topics using games , flash cards , white board and pc . at Association Heliopolis , **El-Mostakbal Library** , Gesr El Suez street , Heliopolis , Cairo, Egypt.

2018/1/25 – 2018 /7/5: English Instructor at **Harvest British College**, Heliopolis and Shoubra Branches, Cairo, Egypt.

2016/9/1 – 2017/3/18: Medical Representative Call Centre Agent, English – Arabic Translator , Account: **Nabda HRO**, at **Wasla Outsourcing** Company, Heliopolis, Cairo, Egypt.

2012/10/7 – 2013/6/5 : Spanish Tutorial : Teaching Spanish language using starter , pre-intermediate , intermediate , upper-intermediate and advanced methods , explaining Spanish language whence language , customs , traditions and life style of Spanish and Latin American citizens in addition to most famous essays in the world not only include Spanish or Latin American people , also intervenes in universal topics .

2012/4/2 – 2012/11/3 : English Tutorial : Teaching English language using starter , pre-intermediate , intermediate , upper-intermediate and advanced methods , explaining English language whence language , customs , traditions and life style of American , British and Australian citizens in addition to most famous essays in the world not only include American , British and Australian people , but also intervenes in universal topics , Sheraton housing , Heliopolis , Cairo , Egypt.

☐☐ **2011/9/1– 2012/1/20:** Vendor at **Modern Academic bookshop** in addition to arranging books by code, computer typist, scribbling catalogues using an excel sheet, re-writing book codes , contributed in inventory , **Al Rihab book fair** and in charge of computer `s book section.

☐☐☐ **2011/9/21 – 2012/12/30:** English-math 1 Tutor, teaching governmental methods.

☐☐ **2011/4/1 – 2011/8/30:** English-Spanish Instructor at **La Scoula Viva** center, Cairo, Egypt.

☐☐ **2011/4/1 – 2011/10/1:** Self-employed translator at **Blink** For translation.

☐☐ **2010/11/7 – 2011/3/1:** **Spanish Legal** translator and typist at **Friends Foundation company for translation & Businessmen Services.**

☐☐ **2010/11/6 – 2010/12/12:** **Legal and commercial** Self-employed Translator from English and Spanish into Arabic and vice versa.

☐☐☐ **2010/5/1 – 2010/10/2:** Airport Representative at **Eden Travel Company** meeting with and hospitalizing tourist groups, Cairo, Egypt.

☐☐☐ **2010/1/2 – 2010/4/30:** **Legal and commercial** Arabic – English - Spanish translator at **Brego Company for Food Industries S.A.E.** (Egyptian joint stock Company), Translating documents of machine categories , contracts and letters . Block 12008, Industrial Area North extension A, section 2, Al Obour City, Qalyubia Governorate, Egypt.

☐☐☐ **2007/11/5 - 2011/12/30:** **Legal** Arabic, English, Spanish Translator and Typist at **GL Office** For Translation, Giza, Egypt.

☐☐☐ **2007/7/1 – 2007/10/30:** Airport Representative at **Isis Travel Company** meeting with and hospitalizing tourist groups, Giza, Egypt.

COMPUTER SKILLS

- Internet:** Excellent
- Microsoft Access:** Good
- Microsoft Word:** Excellent
- Microsoft Power Point:** Good
- Microsoft Excel:** Good
- Creating Websites:** Good

HOBBIES

- Reading
- Watching movies, especially documentary.
- Swimming
- Playing games

PERSONAL INFORMATION

- Marital status: Single
- Nationality: Egyptian
- Date of Birth: 1987/4/19
- Military Status: Exempted.

References are finished upon request