# *Resume*

# *GENERAL BRIEF NOTES:*

***Personal Details***

***Name: Mustafa Kamal Ibrahim Abo Al-Atta***

***Date of birth****:*  ***12-12-1991***

***Nationality:*** ***Egyptian***

***Military service:*  *Done with honor degree - served as a Lieutenant Engineer***

***Post Address:* *34517-* *New Damietta - Egypt***

***Languages***

 ***English*** *excellent*

 ***Arabic*** mother tongue

***Personal Characteristics***

***Very Active, Cooperative in Teamwork, Tactful, Leadership, Well Behaving in Hard & Unordinary Situations and Work Respect.***

***Objective***

***Seeking a position where I can implement my knowledge and have an opportunity to learn more, grow more and serve more.***

***Contact Details:***

***Phone***: ***+2 010 6 17 86 0 87***

***E-Mail*** :***mustafaaboalatta@gmail.com***

# *PERSONAL SUMMARY:*

*An enthusiastic and highly motivated individual who has a clear understanding of the role and responsibilities associated with being a professional translator. I wrote my first translation when I was only 10. I love translation and I have the ability to support multiple concurrent priorities, I am able to establish, maintain and develop effective work relationships with service users, operational teams, delivery partners and colleagues. I possess a broad range of technical, personal effectiveness and leadership skills and uses rigorous logic and methods to come up with effective, easy and cheap solutions to difficult problems.* *As someone who is comfortable with and able to effectively cope with change, I have a long track record of making best use of any available resources and techniques. With an excellent background in marketing and branding for more than 3 years I know how to provide the content and the best translation, so your sales are going high that’s guaranteed. I am not just a translator. I’m a creative person I choose my own keywords carefully. I am currently looking for a suitable position where I will be working with the industry experts, people who have the skills and experience to make a real difference to my future.*

# *CAREER HISTORY:*

***Freelance Writer, Owner, and President***

*I have been translating and writing since I was a kid, but I started professional writing and translation as a career 3 years ago. I have provided a wide range of writing& translation services to various clients in all niches, businesses, publications, and websites, including: resumes and cover letters, chapter summaries, articles, writing prompts, press releases, how-to articles, translation, presentations and teaching Arabic.*

*Regularly work with the following websites: blogger.com, Freelancer.com, Joseki.org, sunsetdelta.com, Future website Ronaldo.com*

*Responsible for working closely with the end user and creating detailed plans, monitoring/updating progress, critical path analysis, earned values analysis etc.*

***Customer Service Manager:***

 *-Supervised 20 customer service employees*

*-Collaborated and communicated regularly with managers throughout the company in various departments, including production and purchasing*

*-Trained and continually instructed employees on effective oral communication skills*

*-Exceeded sales goals 95% of financial quarters during my period of employment*

*-Increased employee retention by 35% during my period of employment through increased transparency and more effective and streamlined communication between sales and management*

*Sales Coordinator*

***Additional Experience:***

 *Advertising Director*

 *Project Manager/Editor*

*Other experience: extensive retail and customer service experience, audio, and video transcription*

***Duties:***

*\* Ensuring that all assigned work is completed on time within agreed budgets.*

*\* Supervising projects that require my experience.*

*\* Attending meetings and competently communicate with clients and owners.*

*\* Applying personal technical knowledge and experience to the development and the branding of my work.*

*\* Producing and processing financial measurements.*

*\* Preparing any required documents.*

*\* Supporting other colleagues.*

# *KEY SKILLS AND COMPETENCIES:*

***Translation and writing attributes***

*\* I do whatever it takes to get the job done.*

*\* I deliver high-quality unique translation.*

*\* I work hard and fast with no mistakes to deliver the required task in time.*

*\* I have written and translated many products description, articles, stories, songs, and poems in different niches.*

***Professional attributes***

***\**** *Able to check the work of others & supervise less experienced or junior staff.*

*\* Writing accurate reports.*

*\* Computer literate and conversant with MS Office suite and relevant software packages.*

*\* Capable of defining and leading assignments.*

*\* Always willing to help other less experienced team members with workloads.*

***Personal attributes***

*\* Good communication, planning and organizational skills.*

*\* Highly developed numeracy and computer skills.*

*\* Self-motivator and has the ability to motivate others.*

*\* Keeping up to date with industry best practice.*

*\* Able to work on my own as well as being a team player.*

# *ACADEMIC QUALIFICATIONS & CERTIFICATIONS :*

***- Faculty of Engineering -- Mansoura University 2009 – 2014***

* Bachelor’s degree in engineering

**-International Computer Driving License**

* ICDL Certificate
* Syllabus version: 4.0

**-English language course start date: Oct,19,2013 Duration 60 Hrs.**

* TOEFL IBT.
* Fully instructed (Reading-Listening-Speaking-Writing).
* Extra material including translation, conversations and vocabularies.

**- Professional Site Engineer Diploma 120 Hrs.**

* Reinforced concrete and foundations***.***
* Front materials, Decoration and insulation.
* How to manage the site to work successfully and different order or work.

**- Engineering Design Training Course from 2/2/2014 to 2/3 2014**

* Completed the training course including:
* SAP
* SAFE
* ETABS

**-Computer Aid Design course thirty-three hours course**

* AutoCAD-2D

**-Translation Memory Programs**

* MemoQ
* SDL Trados Studio

**-BIM**

* Revit 2014 (self-learning)

**-Sketch program**

* Sketchup 2016 (self-learning)