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AHMED Farouk Barakat

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| Objective | To join your esteemed organization staff. | | | |
| Personal Data | Date of Birth:  Place of Birth:  Marital Status:  Nationality:  Military Service: | | December 7th, 1972.  Cairo.  Married.  Egyptian.  Exempted. | |
| Educational Data | 1987-1990 Orman Secondary School  High School Certificate (Science Department). | | | In Cairo |
|  | 2002 - 2006 Faculty of Arts (Cairo University)  Bachelor of Arts – English Department  with a degree of V. Good + H.  2006 – 2008 Higher English Translation Diploma (Cairo University) with a degree of V. Good. | | | In Cairo |
| Special Courses | Computer Courses:  1. Windows 7. 2. Word 2007. 3. Excel 2007. 4. Access 2007. 5. Power Point 2007. 6. Internet.   Free Courses of Directing Films. | | | AUC  Ministry Of Culture |
| Languages | 1. Arabic 2. English 3. Romanian | : Mother Tongue.  : First Language .V. good Spoken, Written & Understanding.  : Second Language. Fair Spoken, Written & Understanding. | | |
| Other Skills | 1. Fluency in oral and written English and Arabic. 2. Excellent Arabic & English writing and editing skills. 3. Professional translation skills in English to Arabic and vice versa. 4. Detail-oriented professional with strong analytical and problem solving skills. 5. Ability to meet deadlines and prioritize assignments from multiple sources. 6. Excellent interpersonal and inter-cultural skills. 7. Strong computer skills. | | | |

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| Experience | 01/10/1992 till 10/12/2000  Office Manager | Modern Consultation Office | In Cairo |
|  | 01/ 07/2000 till 31/1/2006  Office Manager | Barakat for General Supplies & Importation | In Cairo |
|  | 16/2/2006 till now Safeer Publishing Company  English/Arabic/English Translator  • I translated five books from English into Arabic published by Safeer Publishing Company. The books are:   1. Slimy Science and Awesome Experiments (English origin published by b small publishing, UK). 2. Managing Leadership (English origin published by Sterling Publishers, India). 3. Why? (English origin published by Maple Tree Press, Canada). 4. Two volumes from A to Z Encyclopedia (English origin published by Miles Kelly Publishing Ltd., UK).   17/2/2010 till now Microfinance Network of Arab Countries  **Freelance English/Arabic Translator** for Arabic Microfinance Gateway. | | In Cairo  In Cairo |
| Interests | Reading, thinking, writing films, directing plays, swimming. | | |
|  | *My work in the above mentioned companies gave me a wide chance to deal with individuals, private and foreign organizations.*  *Certificates are available upon request.* | | |