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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 SchoolHigh 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.  | AUCMinistry 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 10/12/2000Office Manager | Modern Consultation Office | In Cairo |
|  | 01/ 07/2000 till 31/1/2006Office 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 CairoIn 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.* |