






PERSONAL INFORMATION

Ahmed Saied

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JOB APPLIED FOR Translator

WORK EXPERIENCE Translator

Freelance, Cairo (Egypt)

01/01/2011–Present* **Specialties/subject areas:** Legal (agreements, MOMs, Contracts, Legal notes, Certificates, Court Papers, Judgment and POAs- Science (Chimical, Biology, Nuclear filed), ICT (communication, Hardware and software, Tech/Engineering (Soil surveys reports, technical reports, Manuals and user instructions guides), Life sciences, Social Sciences (Psychology and political and history), Bus/Financial (Annual statements, Bank statements, Bussines development field and Human resources articles and Employees policies and code of conduct), Medical (Books regarding diseases and medical reports), Marketing, and Political Sciences.
 Huge Projects I worked for: * UN documents for FAO (Classified), Participated in Localization of Mayoclininc website from English into Arabic, Localization of a whole Guide for a Toyota vechile, and many Electrical devices and toys, Participated in many localization projects for retweets, Participating in many localization projects for Amazon Products

EDUCATION AND TRAINING

License of Arts and Education

EQF level 6

01/09/1997–31/05/2001 Ain Shams University, Cairo (Egypt)

General: English Language, General Topics of life

Major: Arts of Arabic Language

A+ Certified

EQF level 1

01/01/2005–09/01/2005 Candle Egypt (Egypt)

PC software and hard ware and networking maintenance basics

01/01/2010–06/01/2010 Super User Course

EQF level 2

Yat Egypt

PC Super user Course

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A2	C2	B1	B1	B2
English Language - 4 years studyng as General stupies at the faculty of education					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills

- Good Communication skills gained from the long experience as freelance translator.
- Proficient leader

Organisational / managerial skills

- Leadership.
- Time Management.
- Multitasking skills

Job-related skills

- Microsoft Office
- Linux user

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Proficient user

Digital skills - Self-assessment grid

ICDL , A+,Superuser

- Good command of office suite.
- Good linux user