**CURRICULUM VITAE**

**First Name : Farag**

**Family Name : El-Sayim**

**Marital Status : Single**

**Date of Birth : 14\2\1988**

**Nationality : Egyptian**

**Address : Teba Village - El-Delingat City – El Beheira Governorate - Egypt**

**Address : Sixth district – 6th of October – Giza- Egypt**

**Telephone (Home) : Nil**

 **(Mobile) : 01091932169\01110431904**

**E-mail : faragtra1988@yahoo.com**

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From - To** | **Major Subjects** | **Department** | **Faculty** | **University / Institute** |
| **2008 – 2013** | **English** | **Simultaneous Interpretation** | **Languages and Translation** | Al-Azhar University |

|  |
| --- |
| **Grade** |
| **Good** |

**PROFESSIONAL COURSES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Place , Authority** | **Field** | **Course Description** | **Year** |
| **Real Soft Centre** | Computer  | **ICDL** | **2013** |
| **Faculty of Languages and Translation** | Human Development | **- Mind Mapping****- Effective Communication** | **2012** |
| **Faculty of Languages and Translation** | Human Development | **- Self Management****- Time Management** | **2012** |
| **Ebda3 Academy**  | **Human Resources** | **- How To Be Positive Creative And Up To Date****- Job Hunting** | **2012** |
| **American International Academy For Language And Training** | **English** | **English Phonetics**  | **2011** |

**LANGUAGES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Understand** | **Write** | **Read** | **Speak** |  |
| **Fair** | **Good** | **Excel** | **Fair** | **Good** | **Excel** | **Fair** | **Good** | **Excel** | **Fair** | **Good** | **Excel** |
|  |  | \* |  |  | \* |  |  | \* |  |  | \* | **Arabic** |
|  | \* |  |  |  | \* |  |  | \* |  | \* |  | **English** |

**Computer skills**

**1- I am Excellent at using word office thanks to translation.**

**2- I am excellent at using Net and power point.**

**3- I am Good at Using Excel and Access.**

**4- I am v.good at using tradus and wordfast programs.**

**EMPLOYMENT RECORD**

1.

|  |  |
| --- | --- |
| **Name of Company****True-Value Management Consultancy-Pvt-Ltd**  | **Dates of employment ( Month , Year )****From** : 1 – 6 - 2015 **To** : up to now, |
| **Name and title of immediate supervisor****Yehia Hegazy**From: **6 October, El-giza.** | **Exact title of my position****(Translator)** |
| **Duties****1)** Translation into Arabic about Standard Specifications at all fields of engineering.  |

2.

|  |  |
| --- | --- |
| **Name of Company****Perfect translator**  | **Dates of employment ( Month , Year )****From** : 1 – 9 - 2014 **To** : 30 – 10 – 2014 |
| **Name and title of immediate supervisor****Omar Fawzy**  From: **Cairo** | **Exact title of my position****(Translator)** |
| **Duties****1)** Translation into Arabic about Volvo by using translation tools. **2) Translation into Arabic about selling products and translation of product items by using tradus and wordfast programs.** |

3.

|  |  |
| --- | --- |
| **Name of Company** **Regency for Accredited Translation and Training** | **Dates of employment ( Month , Year )****From** :1- 4- 2014 **To** :31-8- 2014  |
| **Name and title of immediate supervisor****Boshra** **From: Cairo**  | **Exact title of my position****(Translator)** |
| **Duties**1. **I reached to an advanced level at legal translation whether rent contracts or agreements were held between companies or E-mails or others.**

 |

4.

|  |  |
| --- | --- |
| **Name of company****Etisal International**  | **Dates of employment ( Month , Year )****From** : 10 – 6 - 2013 **To** : 30 – 6 2013 |
| **Name and title of immediate supervisor** Bassam MasaodFrom: Banha | **Exact title of my position****Customer service**  |
| **Duties****1. Respond to customer, solving its problems and support him by means of comfortable.** **Why you are the most suitable candidate for the position?** I have three years of experience in a wide variety of general and technical fields with renowned institutions and organizations. I deliver high-quality translations and I able to work under tight deadlines with attention to detail.  |

Thank you,