Curriculum Vitae

## PERSONAL DATA

Name : Marwa Abdel Rahman Mohey El.Deen

**Address :** 5th Zone, Sadat city.

**Mobile Phone :** (012) 80880634

**E-mail :** marwa.elsadat[@gmail.com](mailto:egymaster88@yahoo.com)

**Date of Birth :** May 20th, 1980.

**Marital Status :**  Married.

**Nationality :**  Egyptian.

## OBJECTIVE

Seeking a challenging position leading to a promising career in a reputed company

so I can utilize and develop my skills.

## EDUCATION

**University Degree :** Licentiate Of Alsun.

**Major in :** English Department.

**University Name :** Ein Shams University.

**From** 1997  **To** 2001

## EMPLOYMENT HISTORY

**Previous Job:**

**Company Name :** Alkan Textile Company

**Company Address:** 2nd Industrial zone,

Sadat City.

**Job Title :** Executive Secretary

**From** Jan.,2002 **Till** July,2006.

**Roles and responsibilities of job:**

* Translating documents (contracts, letters…etc) from English to Arabic and vice versa.
* Full secretarial duties, typing office correspondences (letters, Faxes, memos….etc).
* Establishing and maintaining a comprehensive filing system.
* Distributing internal and external mail.
* Preparing quarterly reports for top clients.
* Organizing special events related to the nature of company activities.
* Arranging appointments for the manager.
* Interacting with callers and visitors.
* Arranging meeting venues, attending meetings to take minutes.
* Arranging visa procedures to enter overseas countries.
* Arranging ticket booking & flight itinerary.
* Handling the documentation process of ISO.

* **Previous Job:**

**Company Name :** Alkan Networks

**Company Address:** No.8 El Gazaer Square,

Maadi,

Cairo.

**Job Title :** Executive Secretary

(Acquisition Department)

**From** July**,**2006 **Till** Jan.,2007.

* **Current Job:**

Working as a freelance translator (English/Arabic – Arabic/English):

* + Legal (Contracts, Certificates, Insurance Policies …etc)
  + Financial (budgets, account statements, financial reports…etc)
  + Engineering (electric, civil, telecommunications, estimations,

drilling & petroleum…etc)

Medical (reports, certificates, agreements)

* + Companies (correspondences; letters, faxes, e-mails, profiles…etc)

**From** Jan. 2007 **Till** date.

## SKILLS

**Computer Skills:**

* **Operating System :** Windows 98 , XP, 2000 & Windows Vista
* **Internet Application :** Outlook Express, Internet Explorer and

Netscape Browser.

* **Applications :** Office XP: Microsoft Word, Microsoft

Excel, Microsoft Outlook,Microsoft

Power point.

**LANGUAGE:**

* Arabic : Mother tongue.
* English: Fluent in English (written and spoken).
* German: Second Language at college.

## INTERESTS

Reading, traveling and internet surfing.