PERSONAL INFORMATION Mohammed Atef Helmy Mubarak



Al-Azhar Street, Assiut, Egypt



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Gender Male | Date of birth January 17th,1987 | Nationality Egyptian

KEY WORDS : **Bachelor Degree in English Language**

**Translator, Interpreter (English - Arabic, Arabic – English)**

**ESL Teacher**

**English Instructor, Teacher, Lecturer, Trainer**

**Human Resources (HR)**



WORK EXPERIENCE

From 01/12/2016 - To Present



From 01/05/2012 - To Present



**English Language Trainer @ Human Resources Department**

**LEONI Wiring Systems Egypt, Assiut**

* Official Company E-mail: [Mohammed.Mubarak@leoni.com](mailto:Mohammed.Mubarak@leoni.com)
* Establishing English Training Classes for the direct and indirect workers (blue collars) in the factory in order to enhance their English skills .
* Conducting Business English Training for employees within the site.
* Translating official documentations from English into Arabic and vice versa.
* Receiving hiring requests from the company’s different departments.
* Recruiting, advertising and screening resumes from qualified candidates.
* Responsible for the hiring, resignation, and firing processes (documents).
* Preparing weekly and monthly reports.

Business Multinational Automobile Wiring Systems Manufacturer Reference Waleed Refaat Zaki – HR Senior Specialist Tel: +201019443144

**English Instructor (ESL Teacher), and English - Arabic Translator**

**AITE "American Institute for Teaching and Education", Assiut**

* Teaching English as a Second Language for adults and university students with different levels of classes (**Beginners, Elementary, Intermediate, and Advanced**),
* **TOEFL and ILETS** training courses and how to pass their tests,
* **Translation** courses for fresh graduate translators and pre-graduates,
* **Business English** courses.
* Courses on **how to pass job interview** successfully.
* Teaching from different international curriculums such as:

(Cambridge Interchange, Oxford Business English, Channel, Cambridge ILETS, Barron’s TOEFL).

* Experience with over 1500 students in more than five years with different ages, education and backgrounds.
* (TASOL) Teaching Arabic to Non-Native Arabic speakers (Malaysian College Students).
* Providing **English** **–** **Arabic translations** and vice versa in different types of specialities with high experience and efficiency, such as:

Legal Translations:

Articles of Association, Court Judgments and Orders, Joint Venture Agreement, Distribution Agreements, Rent & Lease Contracts, Agency Agreements, Building, construction and consultancy agreements and contracts, Certificates of (Birth, Death, Marriage, Graduation, Educational Degrees), Official documents presented to Foreign Embassies in Cairo such as Italy, USA, UK, Netherlands, Sweden, Australia and France.

Banking & Finance:

Annual reports, Corporate budgets and Financial Statements.

Medicine & Health & Human Rights Translations:

Various projects for UNICEF.

Reports on E-health and Telemedicine projects in Europe

Business Education and Translation

Reference Hamada Abel-Badea’- General Manager Tel: +201002325234

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From 01/06/2011 - To 15/04/2012



From 15/11/2010 - To 15/05/2011



EDUCATION AND TRAINING

2017



2013



2008



2006

**English Instructor, and English - Arabic Translator**

**IBI "The International British Institute", Assiut**

* Teaching English for adults and university students
* Providing English – Arabic translations and vice versa in different types of specialities with high experience and efficiency.

Business Education and Translation

**Data Entry Officer**

**Information Ware Corporation, Assiut**

* Entering data and information in both English and Arabic with high speed typing and efficiency using special information applications.
* Very good knowledge with Microsoft Office applications and operating systems.
* Writing and reviewing reports on the work achievements weekly, monthly and quarterly.

Business Information Technology

http://www.infoware-eg.com/home\_a.html



Business Management Essentials Excellent LEONI Wiring Systems Training with b+ Training Centre Cairo

* Business Planning.
* Time Management.
* Leadership.
* Skills (Conceptual, Human, Technical).
* Communication.
* Understanding and working with people.
* Ethical value system.
* Knowledge in area of specialization.

ICDL (International Computer Driving License) Excellent

Information Centre - Assiut University, Egypt

* Microsoft Word 2010
* Microsoft Excel 2010
* Microsoft PowerPoint 2010
* Microsoft Access 2010
* IT
* Internet

Bachelor Degree in English Language Good The Faculty of Al Alsun (Languages), AL Minia University, AL Minia, Egypt

* Great command of English language skills (Speaking, Reading, Listening and Writing)
* Professional Translation from English into Arabic and vice versa in all fields of specialities.
* English Literature.
* Linguistics.
* History of English Language and its evolution across the time.
* Good command German Language as a second language during study.

Photoshop Excellent

AXON Global Education Network, Assiut, Egypt

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PERSONAL SKILLS

Mother Tongue

Other language(s)

English

German

French

Communication skills

Organisational / managerial skills

Arabic



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
| Excellent | Excellent | Excellent | Excellent | Excellent |
|  |  |  |  |  |
|  |  |  |  |  |
| Good | Good | Good | Good | Good |
|  |  |  |  |  |
|  |  |  |  |  |
| Fair | Fair | Fair | Fair | Fair |

* Great communication skills gained through my experience as English Instructor and Translator.
* Accurate, adaptable, broad minded, creative, dependable, efficient, energetic, experienced with the needs of my clients and students.
* Welcoming, decent and problem solver through my experience with students with different problems they face while learning and they need someone to guide them.
* Ability to develop, execute, coordinate, analyse and recognize problems in different situations with different types of learners.
* Leadership (responsible for great number of learners who need someone they could trust to help them scheduling, studying and practicing).
* Excellent team player, self-motivated and proactive (work with my colleagues with different nationalities to always enhance and develop our work together).
* Great Organizing Skills gained through managing time tables and schedules.

Other skills ▪ Ability to work under work pressure with ease and efficiency

* High presentation skills.
* Excellent computer and Internet skills.
* Excellent interpersonal skills.

***“Thanks for Your Precious Time”***

**P.S.: “Original Documents and Certificates are Ready to Be Submitted Upon Request”**

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