

Sara Mohamed Zarief

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Career Objective:

Seeking a decent position in the fields of translation, voice over and Content writing. I want to have a part time or a freelance job. To serve the organization at best of my output and bring some positive change in particular field by hard work, honest & by positive approach.

Education:

B.A. faculty of Education, English department Helwan University, 2010,
Grade: Good

Experience:

- Working as certified translator & secretary at ISOQAR Egypt Co. Since May 2011 to May 2012:
 - I've translated the training course of ISO 27001, ISO 22000 and the exams of many courses.
- Practical training in El-Maadi prep school, and El-Zahraa secondary school.

Skills:

Language: v.good command of English.

Computer: Microsoft Office.

Training Courses:

- Online course "improve the quality of translation". present
- Course of English conversation in British council grade B. 2010-1011
- EDU Egypt course /ITI, (Voice Track), Aug. 2010
It covered the following subject, MS office, computer skills, Listening, speaking
It also covered customer service, conversation skills.

Activities: Browsing Internet and reading.

Personal data:

Date of birth: 5/4/1989

Nationality: Egyptian
Marital status: married