**Gulfjobseeker.com CV No:** **758076**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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| **PROFILE:** |

Excellent interpersonal skill, good listener, avid time keeper, able to multitask and work under pressure exemplary leader.

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| **ACHIEVMENT:** |

leading a group of sales representatives’ at an early career years, taking high school Degree and Bachelor degree while working and being full time parent.

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| **I.T. SKILLS:** |

Proficient User of Computer: Internet. Word. Access. Excel.

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| **MANAGEMENT SKILLS** |

Worked as team leader more than ones, directly in charge, great taking over active and organized personality, Business administrative skills.

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| **WORK EXPERIENCE:** |

**Company:** El Shark Lltamean Company.

(Well know insurance company)

**Job**: sales representative for one year from 1994 to 1995.

and grope leader for two years from 1995 to 1997.

**Company**: ATS (national computer company)

**Job**: A dealer sales representative for two years from 1998 to 2000.

**Company**: El King Maryoot High Institution (A high educational institution.

Consists of three colleges.)

**Job**: Head department of student’s affairs which requires (dealing with students and parents, educational marketing, financial observation, exams observation, organizing fills, student data entry, and work paper) for three years.

*Within and after university study:*

**Job**: English tutor for primary students from grade one to six, teaching Way Ahead, Bride Star and Hello curriculums (o and a) levels for four years from 2005 to 2009.

**Job**: English instructor at private institutions teaching intermediate and advanced levels for four years from 2005 to 2009.

**Job**: free lance translator, translated cognitive therapy book and psychiatrist book as a part of translation projects, literature, scientific papers and other various papers for two years from 2008 until now.

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| **EDUCATIONAL QUALIFICATIONS:** |

* Bachelor in Translation from the Department of English Language –

Cairo University, July 2009.

* Collegian of translation Diploma.