**First Name of Application CV No 1648668**

Whatsapp Mobile: +971504753686



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**Career Objective:**

Obtaining a position in a reputable institution wherein my skills and hard-working can be utilized towards professional growth and development of the institution and myself.

**Experience:**

**Sales Representative**  Jun 2013 to Jan 2016

**RadioShack Co., Egypt**

* Improve customer service based on client feedback.
* Handle and solve customer's queries.
* Resolve customer requests, questions and complaints frequently requiring analysis of situations to determine best use of resources.
* Reporting to manager and general manager.

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**Front Desk Agent** Apr 2012 to Mar 2013

**ElSalamlek Hotel-Sangiovanni Group**-Alexandria, Egypt

* Greet, register, and assign rooms to guests of hotel.
* Make and confirm reservations.
* Arrange tours or restaurant reservations for customers.

**Education:**

**B.A. English Translation & Literature** Feb2015

**The Faculty of Languages and Translation-Pharos University in Alexandria (PUA),** Egypt**.**

Department: English

Major: English Translation

http: <http://www.pua.edu.eg>

**Extra courses:**

**Diploma, General English**

**Cambridge University**

General English (Excellent)

**Course, E-Marketing & E-Commerce & B2B specialist**

**eMarkting Egypt, Co**

Course included:

* How to become successful network marketer by the internet.
* How to become a specialist in export and import by the internet.
* How to have a successful project from your house via the internet.
* How to win hundreds of dollars through the internet.
* How to export your products to all countries all over the world.

**Course, ICDL**

**Premiere Digital Art School, Egypt**

**Computer Skills:**

- Computer Hardware & Software.

- Microsoft Windows.

- Microsoft Word.

- Microsoft Excel.

- Power Point.

**Language Skills:**

- English: fluent (written and spoken).

- French: average (written).

- Spanish: average (written).

- Arabic: native speaker.

**Personal Skills:**

* + - Creative Thinking.
    - Open minded.
    - Ability to work individually and as an effective team member.
    - A good problem solver.
    - Quick ability to learn.
    - Work very well under pressure.
    - Self-motivated.
    - Continuous improvement of myself.
    - Flexibility to adapt to different kinds of assignments.
    - The will to reach the top.
    - Excellent communication skills.
    - Typing English and Arabic.
    - Translation from English into Arabic and vice versa.
    - Simultaneous and consecutive Interpretation from English into Arabic and vice versa.
    - Movie subtitling from English into Arabic and vice versa.

**Interests:**

Sports: Soccer, Tennis and Swimming.

Reading: Science and Philosophy.

**Personal Data:**

**- Nationality :** Egyptian

**- Birth date :** 17th Feb 1992

**- Marital status :** Single