***Curriculum Vi*tae**

* **PERSONAL IDENTITY :**

**Gender :** Female

**Date of birth :** November 04, 1989

**Religion :** Muslim

**Marital Status :** Married

**Nationality :** Egyptian

* **Objective** Seeking for a good job, where my academic

Education, work experience and skills may be

Used and developed.

* **Educational Background :**
* Bachelor of Arts, English department May 2010.
* **Professional Training Experiences :**
* October 2010 : English Course at Berlitz Language Center, Egypt.
* May 2014 : International computer driving license (ICDL).
* August 2014 : English Diploma Oral and Written with very good grade.
* August 2015 : Excellence in customer service course from Dubai.
* **Experiences :**

**2015 – Until now : On Time Government Services (UAE)**

* Legal Translator (English – Arabic) and vice versa.
* Legal, Medical and all kinds of translation
* Wording of Companies’ Contracts and Memorandums of Association.
* Smart application and Case registration on Dubai Courts System.
* Legal Secretary and Coordinator for the Legal Branch.

**2012 - 2014 Washington Institute (Egypt)**

* Translator.
* English Instructor.

**2010-2012 Otis Elevators Company (Egypt)**

* Executive Secretary.
* Managing the day-to-day operations of the office.
* Organizing and maintaining files and records.
* Planning and scheduling meetings and appointments.
* Managing projects and conducting research.
* Preparing and editing correspondence, reports, and presentations.
* Making travel and guest arrangements.
* Providing quality customer service.
* Welcomes guests and clients by greeting them in person or on the telephone.
* Translating E-mails and reports.
* **Additional Information :**
* **Language Skill:**
* Arabic (Mother Tongue).
* English (Excellent).

**Computer Skill:**

* Excellent in windows, Microsoft office email and internet plus fast typing.

**Abilities:**

* Hard worker, self-motivate and ready to work within a team.
* Good communication skills, willingness to learn and flexible.
* Loyalty & Transparency are my basic commitments.
* Able to do multitasking works.
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