|  |  |
| --- | --- |
| PERSONAL INFORMATION | Khaled Mahmoud Se'dawy Ahmed  |
|  |
|   | Giza, Egypt |
|  +20/01145900315  |
|  Khaled22shehap@yahoo.com |
| Sex Male | Date of birth 15/03/1993 | Nationality Egyptian  |

|  |  |
| --- | --- |
|  |   |

|  |  |
| --- | --- |
| EDUCATION AND WORK EXPERIENCES  |   |

|  |  |  |
| --- | --- | --- |
|  | * Graduated from Al-Azhar University, Faculty of Languages and Translation, English Department, Simultaneous Interpretation section.
 |  |
| * Completed an English course in *Premier Mideast Academy for Training Excellence*. Studied 8 levels of English, 3 levels of conversation and 1 level of Business English. Graded excellent (90%).
* Trainee translator at *The International Bureau for Allied Translators (Top Notch)*.
* Work for WikiHow as a freelance translator from English into Arabic.
 |

|  |  |
| --- | --- |
|  |   |

|  |  |
| --- | --- |
| Mother tongue(s) | Arabic |
|  |  |
| Other language(s) | UNDERSTANDING  | SPEAKING  | WRITING  |
| Listening  | Reading  | Spoken interaction  | Spoken production  |  |
| English | Advanced | Intermediate | Advanced | Intermediate | Advanced |
|  |  |
| French | Beginner | Beginner | Beginner | Beginner | Beginner |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Personal skills | * people-oriented: enjoy working/being with people
* adaptable: able to adapt oneself to new surroundings
* Alert: watchful, wide awake, ready to act.
* responsible: capable of rational conduct, trustworthy
 |
| Computer skills | * good command of Microsoft Office™ tools
* word processing
 |