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| |  | | --- | | **Personal Information** | | |  |  |  |  | | --- | --- | --- | --- | | Full Name | Birth Date | Gender | Nationality | | Majd Toufik Sarhan | 21/9/1990 | Male | Syrian |  |  |  |  | | --- | --- | --- | | Military Service | Marital Status | Driving License | | Postponed due to education | Single | Yes | | |
| |  | | --- | | **Contact Information** | | |  |  | | --- | --- | | Home Address 1 | Home Address 2 | | Damascus, Tijara street, Al-Naql Building , 7th floor | Damascus, Saydnaya, Raa’s Al-A’amod, Sarhan’s building, 3rd floor |  |  |  |  | | --- | --- | --- | | Home Phone 1 | Home Phone 2 | Cell Phone | | +963 11 447 3034 | +963 11 595 2212 | +963 933 863 138 |      |  |  |  | | --- | --- | --- | | Fax | Email | Website | | - | majd.sarhan@yahoo.com | - | |  |  | | --- | | **Objective and Profile** | | |  | | --- | | Objective | | Freelance English to Arabic translation assignments in a variety of subjects,  making use of higher education in English literature. |  |  | | --- | | Profile | | Native speaker of Arabic, 3rd year student in the English literature faculty including extensive  English courses attained since the age of ten.  Excellent computer skills using Microsoft word and SDL Trados Studio 2009 software. Large  collection of bilingual dictionaries.  Accustomed to meeting numerous deadlines per day and providing superior customer service. | | |
| |  | | --- | | **Education & Certificates** | | |  |  |  | | --- | --- | --- | | Certifier | Certificate Title | Date | | Ministry of Education - Syria | High School Certificate – Scientific | 2007 – 2008 | | **Ministry of High Education - Syria** | **English Literature** | **Currently in 3nd Year** | | |
| |  | | --- | | **Professional Experience** | | |  |  |  |  | | --- | --- | --- | --- | | Employer | Job Title | Responsibilities | Duration | | Syriatel Mobile Telecom. | Call Center Rep.  (Training Program) | * Answer customers’ calls and respond to their inquiries. * Promote syriatel services. * Register customers’ complaints. | 16/2/2011 - present | |  |  | | --- | | **Contacts** | | |  |  |  |  | | --- | --- | --- | --- | | Name | Occupation | Mobile Number | e-mail | | Mr. Feras Sarhan | Call center supervisor | +963 993991066 |  | |  |  | | --- | | **Skills & Interests** | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Languages | | | | | | English | C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21301_.gif Reading | C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21301_.gif Writing | C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21301_.gif Listening | BD21301_ Speaking | | Arabic | C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21301_.gif Reading | C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21301_.gif Writing | C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21301_.gif Listening | C:\Program Files\Microsoft Office\MEDIA\OFFICE12\Bullets\BD21301_.gif Speaking | | Spanish | Novice | | | |      |  |  | | --- | --- | | General | | | Computer | * Intermediate skills using SDL Trados Studio 2009 * Familiar with SDLX * Using Microsoft Windows well. * Familiar with Microsoft Office Programs: Word, Excel and Outlook. * Very familiar with the internet. | | Other Interests | * Soccer * Photography * Auto Racing * Painting | | |