Moez Adala (Multilingual Assistant)

 Experience

Infos

22 years old

Tunis, Tunisia

Contact

moez.adala93@gmail.com

+21655087386

My Objective is to embark in a vibrant work environment, which will enable me to use my extensive language skills in Chinese, and English language, and my communication aptitudes.

## Multilingual Assistant (full time)

05/2015-Present: SCRIBE, sarl, Mourouj, TUNISIA

* Language related tasks: conduct internet searches in Arabic, English, and Chinese; answer emails in three languages; summarize email contents for supervisor’s use; contact different education institutions based abroad via phone using English and Chinese; translate documents to be sent to foreign counterparts.
* Organizational tasks: report achieved tasks to supervisor, summarize search results, prepare invoices to be validated by accounting team, follow-up the progress of the work, book transportation abroad when required.

## Multilingual Assistant (part-time)

02/2015-05/2015: SCRIBE, sarl, Mourouj, TUNISIA

* Language related tasks: conduct internet searches in Arabic, English, and Chinese; answer emails in three languages; summarize email contents for supervisor’s use; contact different education institutions based abroad via phone using English and Chinese; translate documents to be sent to foreign counterparts.
* Organizational tasks: report achieved tasks to supervisor, summarize search results, prepare invoices to be validated by accounting team, follow-up the progress of the work.

## Transportation solutions consultant (freelance-via internet)

09/2014-02/2015: MANARA Sp z o.o., Warsaw, Poland

* Language related tasks: suggest itineraries to client (trains in Europe), make reservations, purchase tickets on the internet.
* Language related tasks: liaise between company and Arabic-speaking clients, write and translate emails in Arabic and English, make phone calls on behalf of the company.

Organizational tasks: report achieved tasks to supervisor, keep track of purchases, make clear itineraries to be sent to clients.

## Study abroad consultant (part-time)

05/2014-09/2014: SCRIBE, sarl, Mourouj, TUNISIA

* Language related tasks: conduct internet searches in Arabic, and English, answer emails; summarize email contents for supervisor’s use; contact different education institutions based abroad via phone using English; translate documents to be sent to foreign institutions.
* Organizational tasks: report achieved tasks to supervisor, summarize search results, and prepare invoices to be validated by accounting team, follow-up the progress of the work.

## Translator (full-time)

11/2015-12/2015 CZICC,China

* Instantaneous Translation in a Chinese construction field inside the Chinese embassy in Tunis .

Languages & Skills

Langues Skills

Arabic-Native Speaker Microsoft Office

 Français-Very Good Communication

 Anglais-Very Good People- Oriented

Chinois-Very Good Business Correspondnce

Education Background

## 2012-2015 Bachelor in Chinese Language, Civilization, and Literature- Higher Institute of Languages in Tunis, Tunisia

* + 2014-2015 Chinese Language Proficiency Certificate **-**Language Institute in Shenyang Normal University, China
	+ 2008-2012 High School Diploma in Physical Education - Ibn Rachiq Secondary School in Ezzahra, Tunisia

Grants And Scholarships

Chinese Government Scholarship (09/2014-02/2015): semester abroad at the University of Shenyang in China.

Miscellaneous

Clean driving license, trips: Bahrain, Turkey, and China.