Azza Mohamed Abdul Rahman Ghallab

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Egyptian

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**education Background:**

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| **Faculty** | Faculty of Languages and Translation – Al-Azhar university  Simultaneous Interpretation Department. |
| **Degree** | Very Good |
| **Year of Graduation** | May 2011 |

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| **Career Objective:** | * seeking a position as part time freelancer translator |

**Work Experience:**

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|  | Two years experience in commercial and legal translation from English into Arabic |
| July 2011 Till Now | * working as freelancer translator for Qatari Translation Company. * Translate documents and agreements for Major Qatari Companies such as **Vodafone Qatar company, Qutel Lucent, Construction & Reconstruction Eng. Co, Ras Gas Co, Midmac Constructing Co, Blakedown International .…. Etc.** * Very good at commercial and legal translation such as contracts, correspondences, agreements and legal documents. * Very good at translating computer studies and researches. |

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| **Personal Skills:** |  |
|  | * Creative, self motivated, reliable and dynamic. * Excellent communication skills. * Very Good at meeting deadlines. * Ability to work individually and as co-operative team member. * Learn quickly. * Hard worker, organized and accurate. |

**Computer Skills:**

* Proficient user of MS Office 2003, 2007

**Personal Information:**

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| Date of Birth: 15/5/1988  Marital Status: Married  Nationality: Egyptian |