

# IBRAHIM EL DOSSOUKI FOUAD

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**E-mail: Webking242@gmail.com**

**Phone: +2 01151759263**

**Address: 24 Swessry buildings,10<sup>th</sup> district, Nasr city, Cairo.**

**Personal** Nationality: Egyptian

**Information** Birth date:1/ 8 / 1977

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**Objectives** Acquiring an appropriate position in a well-established firm that estimates the initiative spirit with a rewarding salary.

Engaging in work environment that will keep my skills up and add value to my experience

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**Education** 1995 – 2000 Ain shams university Cairo  
**Bachelor of Law**

3-5/2002 Berlitz languages institution Suez  
**Basic Business Skills Acquisition(BBSA)program**

12/ 2003 -1/ 2004 Yat education center Cairo  
**CopmTIA A+ certification and soft skills** ID no. COMP001002362695

9/2004 – 2/2005 Arab group for computer(AGC) Cairo  
**Database programming & Web design**

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**Languages**

<b>1. Arabic</b>	Mother tongue	<b>2. English</b>	Fluent
<b>3. French</b>	Good	<b>4. Russian</b>	Fair ( conversations )

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**Work Experience** 20/11/2005-- 30/6/2008 **PLAZA READYMADE GARMENTS INDUST.**  
Suez (a subsidiary of **MB** "Indian conglomerate")

## **English/Arabic Translator & Interpreter**

-Translating the mail correspondence between the factory and the buyer.

- Interpreting the Quality and Safety workshops and instructions to the labor and the question to the managers (including technical terminology relevant to Garment Industry and Factory' S.O.P.).

-Liaising between the management departments at every level (top management or floor supervisors) and cooperating with all departments such as QA, Production, shipment, Warehouse and admin including translating the regular minute of meetings and recap of the staff management.

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**Work  
Experience**

4/2009 – 12/4/2011      **Fajr Center for (teaching Arabic for foreigners)**  
Cairo

**E-Marketing specialist**

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**Among my job tasks:**

- Translating the contents of the web site and participate in the re writing new texts for the new website project.
  - Translating all the media posted on different social media sites.
  - Translating all ads and signs.
  - Interpreting between students and receptionist or teachers/headmaster when needed.
  - Tackling the overseas phone calls with students or institutions.
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5/2011 – 1/4/2015      **Kalimah Center (teaching Arabic for non Arabic Speakers)**  
Cairo

**English translator & English/ French/Russian Interpreter**

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- English Translation of the contents of the web site and participate in re writing the new texts for the new website project.
  - English Translation of all the media posted on different social media sites.
  - Polyglot translation of all ads and signs.
  - Polyglot Interpreting between students and receptionists or teachers/headmaster when needed.
  - Trilingual tackling of the overseas conversations with students or institutions via phone, Skype or Emails.
  - Polyglot Interpreting for the events (parties and trips) organized by the center.
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25/10/2015 – current      **Tana Group for Translation Services**  
Cairo

**Senior Translator**

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- Translate different types of documents (Legal, General, Medical, Marketing, etc).
- Revise the output of other English translators.
- Writing the content of the company's website.