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| **Mohamed Khashba** |  **Personal Information:*** **Nationality: Egypt**
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* **Marital status: Married**
* **Mobile: +601169948510 , +201000584176**
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| **Content Reviewer Associate** |  |
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**Summary**

A content reviewer with hands-on experience in all levels of

Investigate and resolve issues regarding content that is reported for account support and/or safety; flag for action, and resolve within agreed-upon turnaround times and standards of quality.

**PROFESSIONAL EXPERIENCE**

**Trust & Safety Analyst (Native Arabic speaker)- Accenture (Kuala Lumpur, Malaysia) 2018/ Present**

* Perform data entry and research in various systems and tracking tools. Interfacing effectively with other internal and Client teams.
* Apply knowledge of processes and related systems to assist in identifying, assessing and resolving issues/problems.
* Assess and resolve non-standard and standard issues or problems.
* Seek advice and escalate issues when faced with tasks/problems outside the scope of the work.

**Copywriter, Team Lead (Educational Content) 2016/2018**

**Tqweem for E-learning services**

* Preparing, rewriting & editing Copy to improve readability.
* Supervising and following up with content makers.
* Developing stories & content ideas
* Preparing detailed reports.

**Senior Executive Assistant 2016/2018 Colombini Casa Group – Misr Italia “Part Time”**

* Supervising Coordinate daily calendars of senior managers.
* Plan appointments and events.
* Act as the point of contact between executives and employees/clients.
* Create regular reports and update internal databases.

**Sr. Journalist at Al-Tahrir newspaper, 2014/2016**

* Preparing, rewriting and editing news content to improve readability.
* Proofreading news content to detect and correct errors in spelling, punctuation, and syntax.
* Allocating printing spaces for story texts, photos, and illustrations according to space parameters and copy significance.
* Planning the contents of publications according to the publication's style, editorial policy, and publishing requirements.
* Verifying facts, dates, and statistics, using standard reference sources.

**Official** **publisher** **and** **Journalist at** **itfarrag.com** **2011**/**2014**

* Allocating printing spaces for story texts, photos, and illustrations according to space parameters and copy significance.
* Planning the contents of publications according to the publication’s style, editorial policy, and publishing requirements.
* Verifying facts, dates, and statistics, using standard reference sources.
* **EDUCATION:**
* **Bachelor of Arts (Mass media communication) Major: Journalism 2011/2015**

**Ain Shams University, Cairo, Egypt**

* **International Teacher Diploma. 2017/2018 Ain Shams University, Cairo, Egypt**
* **High School Certificate Alnokrashi High school (2008/2011)**

**Languages:**

* **Arabic** - Mother Language
* **English** - Professional working proficiency
* **French** – Basics
* **Bahasa Melayu** – Basics

**GENERAL SKILLS:**

* **Cross-Cultural Communication skills Scriptwriter/Writer**
* **Business knowledge Demonstrate cultural awareness**
* **Database Management experience in using Word/Excel/PPT**
* **Editing And Proofreading Familiarity with Internet technologies**