Abduallateef Ahmed Ghallab

**Contact details:**

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Sana'a – Yemen

**Education**:

* 2014: MA in English language Writing.
* 2009: post graduate diploma in English Language, Sana'a University.
* 2007: BA degree in English Language Sana'a University.
* 2001 : secondary school

**Work History:**

* Working as a freelancer translator since 2007 for a medical institution and certified Office in Sana’a . I translate agreements and contracts, medical reports, administrative documents in addition to interpretation as per need.
* Teaching in public and private universities and institutes as follows :
* Sana'a University- Faculty of Education- English Dept. 2007-2008 and 2011-2012.
* YJU ( Yemen Jordanian University) 2010-2011
* The High technology institute for medical sciences 2005
* International College for Medical Sciences-2012.

**Skills**:

* Excellent at MS applications,( word, Excel , Access, PowerPoint, internet and typing in both Arabic and English)
* Good command of medical terms including lab and radiology.

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* Good communication skills
* Good at using electronic devices.
* Know little French and Spanish.
* Good at using SPSS and Surveys analysis.
* Perfect at making minutes and reports.