ABDULLAH MUHAMMAD AMEEN MUHAMMAD

DOB: Nov 5th 1977 Marital state: Single Sex: Male Nationality: Egyptian Address: Basateen, Maadi, Cairo governorate, Egypt.

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Summary

 I started my career when I was in college, at this time I worked as herbalist where I was depending on translation of texts of scientific resources to master my profession and kept translating just for myself. After graduation I kept translating for myself, my friends and family, in abbreviation I was translating just for fun. Lately, a couple years ago, I decided to make my passion my career. So I took a step further and started to work professionally.

Education

Al-Azhar University Faculty of Languages and Translation

 Graduation year 2001 Total Grade: Good Certificate: License

Experiences

1-freelance Translator: Many projects since June 2015 and still going on.

2-Self-employed: Spices and Herbs Trade from October 2013 to April 2015.

-Achievements:

- Administrating and Executing duties of Purchasing, Selling and Customer care including after sale.

-Leading and Training a staff of two employees to achieve their jobs.

3-Store Manager and Quality supervisor: Alhashimi Trade for herbs and Traditional medicine from July 2010 to September 2013.

- Achievements:

-Leading and Training a staff of four employees to achieve Manufacturing, Filling, Packaging and Preparing Products to deliver Customer’s Order.

-Receiving Production Inputs, Checking Quality of Goods, Packaging materials and Observing Final product standards quality.

- Inventory control and writing Purchase orders.

-Preparing and Mixing Components for Packaging process.

-Inventory of stock annually and periodically.

-Reporting to higher managers.

4-store manager: Harraz Spices and Herbs from January 2005 to June 2010.

- Achievements:

-Leading a staff of a number from two until seventeen workers to accomplish duties, as being inexperienced in most cases they needed a lot of training.

-Receiving goods local or exported and monitoring their case of quality.

-Monitoring Inventory control and purchase orders.

-Inventory of stock annually and occasionally.

-Executing and Supervising ingredients mixing, grinding and supplying shop as requested.

-Reporting to higher managers.

5-Sales Executive: Harraz spices and Herbs and couple retail shops from July 2000 to December 2004.

Achievements:

-Reception and serving Customers.

Courses and Exercises

- Attending course of Preparation of E-Marketing team at Syndicate of E-Commerce February 2013.

- Attending course of E-marketing specialist at Syndicate of E-Commerce January 2013.

- Certified BSEE (Basic Skills for Effective Employment) by Talent educational center July 2011.

- Attending course of Microsoft Office 2007 professional by On Track educational center January 2010.

- Certified Basic Skills of Computer, Internet and office 2003 by On Track educational center Dec.2009.

Languages

Arabic: Mother tongue English: Very Good. French: Good.