**Ahmed Khalaf Abd El-Khair**

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**Objective:**

**To seek a career opportunity, where my experiences can be utilized and developed at the same time.**

 **As well as to obtain a position, that will enable me to use my strong skills, educational background**

 **and ability to work well with people.**

**Education:**

* **Sept2009 – May 2013**: Faculty of Languages and Translation, Al-Azhar University

Major: **English translation and Simultaneous Interpretation.**

**Practical experience:**

* Dec.2014- until now: A translator at Ocean 2 Gulf Company for translation.
* May2012 - May2013: A translator at Sphinx for literature & translated books.

**PROFESSIONAL COURSES:**

* **Al-Azhar University, The Military Training Department, Military Training Course, Social Skills – 2013**
* **International Center for Training and Consulting, Skills of Communication, Human Development – 2011**
* **Al-Azhar University, Faculty of Languages and Translation, Time management and Effective Communications, Human Development – 2011**
* **International Academy for Training and Consulting, Memory Power, Human Development – 2011**
* **American Training Academy (ATA), Mind Mapping, Human Development – 2011**
* **Egyptian Red Crescent Society, First Aid, Social Skills – 2006**

**Volunteer Activities & Memberships:**

Apr 2011 Member - [Spread Your Skills](https://www.facebook.com/Spreadyourskills) (SYS)

Sept2011 Member - Students Union, Faculty of Languages and Translation, Al-Azhar University.

June 2012 till now Member - Bicho Association for Community Development

**Special Skills:**

**LANGUAGES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Listening comprehension**  | **Write** | **Read** | **Speak** |  |
| **Fair** | **Good** | **Excel** | **Fair** | **Good** | **Excel** | **Fair** | **Good** | **Excel** | **Fair** | **Good** | **Excel** |  |
|  |  | \* |  |  | \* |  |  | \* |  |  | \* | **Arabic****(Native)** |
|  |  | \* |  |  | \* |  |  | \* |  |  | \* | **English** |

**Computer skills**

 **1- Microsoft Office**

 **2- CAT TOOLS**

 **-Wordfast**

 **- SDL Trados Studio 2014 (Basics)**

**Driving license**

 **\* Have a private driving license**

**Scholarships:**

 **- English Language Conversation Course, Resala Association – 2010**

 **- Localization Course, Arabize Localization Company – 2013**

**Personal Data:**

Nationality : Egyptian

 Date of birth : January1st, 1991

 Place of birth : Cairo, Egypt

 Marital Status : Single

 **References furnished upon request**