

Amal Mohalil Saleh Abdelrehim

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Summary:

I am a translator specialist with almost 5-years of experience in economic, business, finance and politics fields; with excellent language skills in Arabic, English and Russian.

Experience:

2015 - Present **Freelance translator**

Translate, revise, and proofread various texts and documents in the fields of:

- Economic
- Business
- Finance
- Archeology
- Politics
- History
- Culture

May 2006 - Jan 2017 **Freight manager** (Last Position) - **Suntra Express Co.**

Worked in field of freight forwarding

Tasks undertaken:

- Handling correspondence with clients & freight forwarding agents.
- Following up daily air or sea import shipments.
- Dealing with customers & follow up closely with company's client base to ensure professional customer service and collect valuable customer feedback.
- Documentation of various air, sea shipments & customs clearance.
- Preparing suitable offers for clients & archiving them.
- Arranging insurance procedures required for shipments.
- Preparing annual reports.

Education:

Bachelor's degree from Ain Shams University in Russian language - 2006

Languages:

Arabic: Mother tongue

Russian: Good

English: Good

Courses:

2017: Professional Legal & UN Translation Diploma -AUC

2017: Foundation in Translation & Interpreting - AUC

2017: Basics of proofreading-Arab School for translation-April

2016: An Introduction to Commercial Contracts Translation- - Arab School for translation,

2016: Global Freelance Translator- Preparation Program – Arab School for translation

2010: ICDL – Sadat Academy Training Center

Volunteering:

- 2003:2006 Founding member & General Secretary of "Haby Group"- faculty of Al Alsun

Tasks undertaken:

- Writing MOMs
- Organizing festivals, forums and different events
- Editing published articles in Group magazine
- 2002: 2004 Member cultural committee in Alsun Faculty
- 2008: Instructor for learning illiterates -Resala charity Association

Computer skills:

Microsoft Office- very good

Search on Internet – very good.

Interests & Activities:

Reading political, business & social books and novels,

Searching on Computer

Travelling

Personal Data:

Date of birth: Jan. 13th 1985

Nationality: Egyptian

Gender: Female

Marital Status: unmarried

Residence: Cairo, Egypt

References:

Ready upon request