**Ashraf Kameel Shafeek Zekry**

**ashraf.shafeek@seznam.cz, +965-97295892 / +201001248495**

**EDUCATION**

**Bachelor of language, Czech Language Section.**

* Faculty of Language, Ein-Shams University, Egypt - July 1999.

**Czech Language and Bohemstic Diploma.**

* Faculty of Arts, Charles University, Czech Republic - July 1998.

**Fifteen years’ experience in tourism, dealing and co-operating with hotels and travel agencies, translation and live translation.**

**WORK EXPERIENCE**

**Private accredited translator (2014 up to now).**

* Translating of essays and short stories.
* Translating reports and work persuaders.
* Private English teacher for secondary schools students.
* Co-operate with Czech company “Jabot s.r.o” in helping to deal with Egyptian companies.
* Co-operate with Czech company "Pegas nonwovens" as a freelancer translator.

**Translator in "Pegas nonwovens", Egypt (2013 to 2014).**

* Translation and interpretation from / into English, Arabic and Czech languages.
* Shipping officer and arranging costume release for non-woven shipments.

**Private translator and Arabic teacher in Prague-Czech Republic (2012).**

* Translating of essays and short stories.
* Translating reports and work persuaders.
* Private Arabic teacher for foreigners.

**Planet Tours & Travel, Sharm El Sheikh, Egypt – Chief Delegate (2004 to 2012).**

* Leading and coordinating a group of tour delegates.
* Co-operating closely with Czech Travel agencies – “Čedok, Firo Tour”, Siam Travel.
* Supervising and coordinating travel schedules and day plans.
* Responsible for customer service.
* Resolving problems with accommodation and itineraries or services.
* Negotiating with hotels, transportation services and tour guides.
* Translation service.

**Private translator in Cairo (2000 to 2004).**

* Translating of essays and short stories.
* Translating reports and work persuaders.

**Translator for Czech Trade in Czech Embassy in Cairo (1999 to 2000).**

* Helping in Co-operate with Egyptian companies and Businessmen.

**CERTIFICATES**

**Accredited Translator**

**The Egyptian Translators & Linguists Association (ETLA).**

* Accreditation No: 097-17 (January 2017).
* Language Pairs: Arabic - Czech - English.

**LANGUAGE SKILLS**

**Arabic** Mother tongue.

**Czech** Excellent.

**English** Excellent.

**Slovak** Good.

**Poland** Intermediate.

**Germany** Intermediate.

**Russian** Fair.

**COMPUTER SKILLS**

**Microsoft Windows© all versions.**

**Microsoft Office© all versions.**

**Micros© Opera**

**Familiar with online work and able to learn new technologies and software.**

**PERSONAL SKILLS**

**Communication.**

**Ability to work under pressure.**

**Decision-making.**

**Time management.**

**Self-motivation.**

**Conflict resolution.**

**Leadership.**

**Adaptability.**



**00201001248495**

**Nationality: Egyptian.**

**Date of Birth: 12 June 1977.**

**Marital Status: Married.**