Azza Mohamed Abdul Rahman Ghallab

Kafr Al-Dawar, Beheira Governorate, Egypt.

Egyptian

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**education Background:**

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| **Faculty** | Faculty of Languages and Translation – Al-Azhar universitySimultaneous Interpretation Department. |
| **Degree** | Very Good |
| **Year of Graduation** | May 2011  |

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| **Career Objective:**  | * seeking a position as part time freelancer translator
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**Work Experience:**

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|  | Two years experience in commercial and legal translation from English into Arabic  |
| July 2011 Till Now | * working as freelancer translator for Qatari Translation Company.
* Translate documents and agreements for Major Qatari Companies such as **Vodafone Qatar company, Qutel Lucent, Construction & Reconstruction Eng. Co, Ras Gas Co, Midmac Constructing Co, Blakedown International .…. Etc.**
* Very good at commercial and legal translation such as contracts, correspondences, agreements and legal documents.
* Very good at translating computer studies and researches.
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| **Personal Skills:** |  |
|  | * Creative, self motivated, reliable and dynamic.
* Excellent communication skills.
* Very Good at meeting deadlines.
* Ability to work individually and as co-operative team member.
* Learn quickly.
* Hard worker, organized and accurate.
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**Computer Skills:**

* Proficient user of MS Office 2003, 2007

**Personal Information:**

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| Date of Birth: 15/5/1988Marital Status: Married Nationality: Egyptian  |