**Dina Mohamed Abdul Salam**

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**Personal Profile**

I am a motivated, adaptable and responsible person who has developed mature and responsible approach to any task that I undertake, or situation that I am presented with. Having four years of experience in working as a secretary and office manager and more than five years of experience as a translator, I am excellent in working with others to achieve a certain objective on time and with excellence. I am seeking an appropriate position which will utilize the organizational, communicational and translational skills that i have.

**Education**

B.sc . Al Alsun Faculty –Ain Shams University

Department of English

Grade: Good

Graduation Year: 2004

**Computer Skills**

Full Command of MS Word, Excel, PowerPoint, Outlook, Typing.

**Courses & Diplomas**

-Training Course in Trados 2011 & 2014 program

-Diploma in writing business letters from American University in Cairo

**Languages**

**English** (Full professional proficiency)

**Arabic** (Native or bilingual proficiency)

**Experience**

**Freelance translator and Content Writer**

***September 2009 - Present*** (7 years 1 month)

**Tasks:**

- Translating many agreements and contracts such as Quality Level Agreement ,

Service Agreements, Agency Agreements, Sub contracting Agreements .....for

many companies like Sipchem, Sahara Petrochemicals, Al Rajhi, Action Hotels

Limited,........etc;

- Translating many legal documents such as orders of closing demeanors,

Statements of claims, judgments, memos of reply , contracts, agreements , powers

of attorneys, ....etc ;

- Translating Financial documents such as financial statements, Auditor report,

statement of cash flow, balance sheet, statement of account, financial reports

...etc.

- Translating HR Procedures Manuals, employment conditions and contracts.

-Translating materials related to Health, Environment and Safety.

**Latest Projects:**

- Writing and Translating the content of World Environment Day Symposium 2016 held by The Royal Commission of Jubail including the invitation, agenda, subject matter, presentations to be delivered by the guests..etc;

- Translating the Website of Ramah Shams Company ;

- Translating UAE Cabinet Resolution No. (2) of 2016 Regarding UAE scheme on

controlling escalators and moving walks;

- Translating Dubai Executive Council Resolution No. (6) of 2016;

- Translating Human Resources Politics and Procedures of Ravago Middle East Company.

**CEO Office Manager**

**Al Kenana Co. Security & Services**

***June 2007 - June 2009 (2 years 1 month)***

***Tasks***

- Deal with telephone inquiries and emails

- Keep records and arrange appointments

- Translate documents, letters, emails, news, …etc

- Prepare Board meetings package, memos, resolutions and take minutes

- Communicate with foreign customers

- Make correspondences with foreign companies

-File confidential documents

-Plan and maintain office systems

-Perform general office duties such as ordering supplies, photocopying, faxing and mailing.

-Coordinate between different departments/ units

-Prepare reports and analysis

-Book rooms and meeting facilities

## Office Manager Assistant

**Khoshala Co. Import , Export & Trade Agencies**

***June 2004 - September 2006 (2 years 4 months)***

***Tasks***

Meeting foreign customers

Translating documents , articles ,contracts, invoices.

Arranging meetings

Filling documents

Sending & receiving emails and distribute them to the competent department

Writing daily reports

Negotiating with customers

**Skills & Expertise**

Office Administration, secretarial tasks, translation, customer service, proofreading

Localization, Website Localization, Trados, Content Writing

***All references are available upon request***