**CURRICULUM VITAE**

**First Name : Farag**

**Family Name : El-Sayim**

**Marital Status : Single**

**Date of Birth : 14\2\1988**

**Nationality : Egyptian**

**Address : Teba Village - El-Delingat City – El Beheira Governorate - Egypt**

**Address : Sixth district – 6th of October – Giza- Egypt**

**Telephone (Home) : Nil**

**(Mobile) : 01091932169\01110431904**

**E-mail : faragtra1988@yahoo.com**

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From - To** | **Major Subjects** | **Department** | **Faculty** | **University / Institute** |
| **2008 – 2013** | **English** | **Simultaneous Interpretation** | **Languages and Translation** | Al-Azhar University |

|  |
| --- |
| **Grade** |
| **Good** |

**PROFESSIONAL COURSES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Place , Authority** | **Field** | **Course Description** | **Year** |
| **Real Soft Centre** | Computer | **ICDL** | **2013** |
| **Faculty of Languages and Translation** | Human Development | **- Mind Mapping**  **- Effective Communication** | **2012** |
| **Faculty of Languages and Translation** | Human Development | **- Self Management**  **- Time Management** | **2012** |
| **Ebda3 Academy** | **Human Resources** | **- How To Be Positive Creative And Up To Date**  **- Job Hunting** | **2012** |
| **American International Academy For Language And Training** | **English** | **English Phonetics** | **2011** |

**LANGUAGES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Understand** | | | **Write** | | | **Read** | | | **Speak** | | |  |
| **Fair** | **Good** | **Excel** | **Fair** | **Good** | **Excel** | **Fair** | **Good** | **Excel** | **Fair** | **Good** | **Excel** |
|  |  | \* |  |  | \* |  |  | \* |  |  | \* | **Arabic** |
|  | \* |  |  |  | \* |  |  | \* |  | \* |  | **English** |

**Computer skills**

**1- I am Excellent at using word office thanks to translation.**

**2- I am excellent at using Net and power point.**

**3- I am Good at Using Excel and Access.**

**4- I am v.good at using tradus and wordfast programs.**

**EMPLOYMENT RECORD**

1.

|  |  |
| --- | --- |
| **Name of Company**  **True-Value Management Consultancy-Pvt-Ltd** | **Dates of employment ( Month , Year )**  **From** : 1 – 6 - 2015 **To** : up to now, |
| **Name and title of immediate supervisor**  **Yehia Hegazy**  From: **6 October, El-giza.** | **Exact title of my position**  **(Translator)** |
| **Duties**  **1)** Translation into Arabic about Standard Specifications at all fields of engineering. | |

2.

|  |  |
| --- | --- |
| **Name of Company**  **Perfect translator** | **Dates of employment ( Month , Year )**  **From** : 1 – 9 - 2014 **To** : 30 – 10 – 2014 |
| **Name and title of immediate supervisor**  **Omar Fawzy**  From: **Cairo** | **Exact title of my position**  **(Translator)** |
| **Duties**  **1)** Translation into Arabic about Volvo by using translation tools.  **2) Translation into Arabic about selling products and translation of product items by using tradus and wordfast programs.** | |

3.

|  |  |
| --- | --- |
| **Name of Company**  **Regency for Accredited Translation and Training** | **Dates of employment ( Month , Year )**  **From** :1- 4- 2014 **To** :31-8- 2014 |
| **Name and title of immediate supervisor**  **Boshra**  **From: Cairo** | **Exact title of my position**  **(Translator)** |
| **Duties**   1. **I reached to an advanced level at legal translation whether rent contracts or agreements were held between companies or E-mails or others.** | |

4.

|  |  |
| --- | --- |
| **Name of company**  **Etisal International** | **Dates of employment ( Month , Year )**  **From** : 10 – 6 - 2013 **To** : 30 – 6 2013 |
| **Name and title of immediate supervisor**  Bassam Masaod  From: Banha | **Exact title of my position**  **Customer service** |
| **Duties**  **1. Respond to customer, solving its problems and support him by means of comfortable.**  **Why you are the most suitable candidate for the position?**   I have three years of experience in a wide variety of general and technical fields with renowned institutions and organizations. I deliver high-quality translations and I able to work under tight deadlines with attention to detail. | |

Thank you,