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| **Hassan Hamdi****Mohamed Ahmed****H:\photos\12190840_897463493670367_3225997880285952409_n.jpg** | **Residence: Dubai, UAE****Visa: Transferrable****Nationality: Egyptian****Cell: (00971) 0561838437/0559361067****hhamdi3000@gmail.com****Face:** [**https://www.facebook.com/Hassan.Hamdi1970**](https://www.facebook.com/Hassan.Hamdi1970)**Whatsapp: 009710559361067** |
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| **PERSONAL** | **Date of Birth**: November 7, 1970**Place of Birth**: Nawasa Al Ghait, Aga, Dakahlia**Citizenship**: Egyptian**Visa** **Status**: **TRANSFERRABLE** |
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| **OBJECTIVE** | Position as a senior translator in a translation companies; to help develop the company I work for and achieve its strategic objectives. |
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| **EMPLOYMENT** | **Freelance Translator** *2009 - present** Translating various materials from English into Arabic & vice versa.
* Translating a series of textbooks for Al Baradei Publishers, Mokattam
* Proofreading various translated books, articles, contracts

**Dar Al Kitab Al Arabi-Cairo****2005-2009****Translator & Writer*** Translating books and materials in various fields
* Authorship of 8 books
* Translating 40 books of Mills & Boon series under the Arabic title "Abeer"
* My translated Series "Legends of the Jews" was best seller in Cairo Book Festival 2015
 |
|  | **Blue Beach Club, Dahab, South Sinai, Egypt****October 1997-May 1998****Receptionist*** Receiving guests and answering their enquiries,
* Checking guests in & out,
* Communicating with guests in various languages and catering for their needs
* Assumption of a managerial role, when required.
 |
|  | **Ministry of Education, Egypt***October 13, 1994 - December 1, 2005***Senior Teacher of English Language, Secondary Stage*** Teaching the English language curricula for students in preparatory and secondary stages
* Preparing mid-year and end-year exams for students
* Taking part in the supervision over examinations
* Taking part in student attainment enhancement courses organized by the schools of the Ministry
 |
| **EDUCATION** | **Faculty of Arts, Mansoura University, Mansoura, Dakahlia, Egypt**BSc in English Literature*May 1994***Faculty of Petroleum & Engineering, Suez Canal University, Suez**1989-19990Two years in the preparatory year then moved to the faculty of Arts, Mansoura University |
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| **SKILLS** | **Language** - Fluent in English & Arabic, intermediate in *written* French, German & Italian**Computer Skills** – Operating Systems (Windows all version, Linux) Microsoft Office Package, DTP in general, data mining, Social Media, Graphic Design**Personal Interests** – Reading, IT, Sports, Fishing**Publications** – 8 books (4 translated from English to Arabic + 2 authorships + 2 co-authorship) |
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| **Daily Output:** | **2500-4000** words in averageDepends on the complexity and nature of material and clarity of PDF files (in some cases) |
| **Areas of Expertise & Sample works:** | **International Law:*** **The Law of the Sea in our Time II, The United Nations Seabed Committee 1968-1973**, Shigeru Oda, A. W. Sijthoff, 1977
* **Modern Law of the Sea, Selected Essays**, David Anderson, Martinus Nijhoff Publishers, 2008
* **Towards the Conceptualization of Maritime Delimitation**, Antunes, Nuno Sergio Marques (2002), Durham University

**Legal:*** Court Rulings, Defense, Appeal & Cassation notes, Powers of Attorney, Affidavit, Notarial Service
* Birth Certificates, Marriage Certificates, Public Tenders
* PA & DA reports, Expert reports,
* Federal Laws, Cabinet Resolutions

**Auditing, Internal Control & ERM:*** **Internal Control — Integrated Framework (2013)**, COSO
* **COSO-Based Internal Auditing (2014)**, COSO
* **Enterprise Risk Management — Integrated Framework** (2004), COSO

**Business & Financials:** * Memoranda of Association, Articles of Association
* QNB several fund prospectuses
* Financial forecasts
* Balance sheets, loss and profits accounts, Income statements, cash flow statements

**Literary:*** 40 issue from the famous **Mills & Boons** series
 |
| **References:** | **Waleed Nasef, Dar Al Kitab Al Arabi, Cairo, Tel: 00201144440954, Cell: 00201222150771** |
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