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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**](mailto: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**  1989-19990  Two 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 average  Depends 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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