

Heba Samir
01117509922

● **Personal Information:-**

_ Name: Hebat Allah Mohamed Samir
_ Nationality: Egyptian
_ Address: 8 El-Mostashfa El-Askary Street, Helmeayat Al-Zaytoun, Cairo
_ Mobile: 01117509922
_ Date of Birth: 17 / 6 / 1994
_ Marital Status: single
_ Email: heba.samir.282@gmail.com

● **Personal Profile :-**

I am a graduate of Cairo University, Faculty of Arts, English Department, class 2015. I have a very good command of English both written and spoken, as well as a firm sense of responsibility towards any task I am given.

● **Education and Qualifications :-**

_ Obtained a Bachelor Degree in English language and literature from Cairo University:
Grade: Very Good
_ Holder of the ICDL Certificate
_ IELTS-Academic certificate issued by IDP IELTS Australia with overall score: 7.5

● **Work Experience:-**

_ Translator: One year of working as English/Arabic translator at ES Localization Jsc. while handling different fields of translation including technical, legal, medical, and commercial texts and press releases.

• **Skills :-**

_ I have Arabic and English writing skills developed with essay writing in my academic years.

_ I am skilled at verbal and written communication as being covered within my previous job responsibilities through sending and receiving emails from project managers.

_ I have a capacity to work hard under pressure with good attention to detail and a good working experience on CAT tools like SDL Trados Studio, Trados Workbench, Passolo, and MemoQ.

_ I am good at organizing and team working as I have successfully undertaken various team projects within my academic and work environment.