***RAFEEQ MALAYIL***

*TRANSLATOR*

 **Professional Summary**

Professional Arabic Interpreter and Administrative **Details**

Assistant capable of handling a wide range of Zahra nasr city, Cairo

Administrative functions. Proven track- record of Phone: +201115768596

consistently producing quality work for high-value

clients and senior managers and executives. rafeeqwafy@gmail.com

Highly accomplished in translating and interpr-

eting For governmental organizations and multin- date of birth: 06/08/1981

ational corporations.

Key Skills

• Fluent in English & Arabic (bilingual)

• Translating documents from English to Arabic &

 vice versa and Malayalam

• Simultaneous and consecutive interpretation

• Excellent interpersonal skills, initiative and attention to detail

• Intercultural communication & multinational business environments

• Executive secretarial and administrative support

• Proficient with Microsoft Office Suite

 **Employment History**

**OFFICE ASSISTANT at SWISS ACADEMY**

May 2014 - Jan 2017

**CUSTOMER CARE at NILE CENTRE**

Apr 2017 - Sep 2018

**TRANSLATOR at SUFARA EL HIDAYA**

Oct 2018 - Feb 2020

**DATA ENTRY at DR. HAZIM MEDICOS**

May 2010 - Jun 2012

**SECRATARY at MONTI CAIRO CONSTRUCTION**

Jan 2013 - Jun 2014

**TEACHER at MAJMA EDUCATIONAL COMPLEX**

Jun 2006 - Mar 2008

**Education**

**ENGLISH LANGUAGE AND LITERATURE at University of Calicut**

Jun 2002 - May 2005

**ARABIC LANGUAGE at University of Calicut**

Jun 2012 - May 2014

**P.G IN ISLAMIC LAW AND ARABIC LANGUAGE at Al Azhar University, Cairo-Egypt**

Sep 2015 - Jul 2017

**DIPLOMA IN ARABIC LANGUAGE at Al Azhar University, , Cairo-Egypt**

Aug 2017 - Nov 2017

**EDUCATION at Mahatma Gandhi University, Kerala**

Jun 2007 - Aug 2008

**Skills**

* Editing and Proofreading
* Effective Teaching
* Microsoft Office
* Excel and Word
* Customer Care
* Editing
* Document Control

**Languages**

**Arabic**

Highly proficient

**English**

Very good command

**Extra-curricular Activities**

**TEAM LEADER at STUDENTS UNION, , Cairo-Egypt**

May 2015 - May 2019

**Hobbies**

Reading, writing, travelling and cooking