Dear HR,

I wish to join you as a translator. I have acquired the skills necessary for this job through my freelance translation work and previous studies. I have also been working as a freelance translator for three years now.

For several years my career has been in the field of dealing with foreign and domestic clients. I worked as a representative for Microsoft, Cisco, and MasterCard International Accounts. I have been handling English language correspondences and communications with customers for the past eight years.

Regarding my language skills; Arabic is my mother tongue of course but fluent and very well versed in the English language. I have a level 8 certificate from Berlitz.

Adding to that, I have studied translation at the American University in Cairo. Of course, my translation language pair is English/Arabic.

I also, have a B.A. in Law from Cairo University, in addition to 2 years of experience as a lawyer.

Regarding self-studies, I have studied online on my own, of the things that I have a great passion for; screen-writing.

I have written several screenplays in English but of course, none of them has been turned into a movie yet.

First screenplay; “The Double-crossed Agent" is registered in the Writers Guild of America [www.wga.org](https://mail.xceedcc.com/owa/redir.aspx?C=cadc2b4f92a04682a0a8db1ca00f426d&URL=http%3A%2F%2Fwww.wga.org) . Registration number is 1336381 and registered at the U.S. Copyright Office. Registration number is [PAu003570087]. Feature length screenplay 118 pages.

Second screenplay "Cloned Tigers" registered in the Writers Guild of America. Registration number is 1406506.

Third screenplay "Granny Killer" registered in the Writers Guild of America. Registration Number: 1699750. Feature 64 pages.

Thank you for your time and consideration.

Your faithfully,

Roshdy Ahmed

Cell phone: O100 38 93 681

Email [roshdy2k2@yahoo.com](https://mail.xceedcc.com/owa/redir.aspx?C=28e8085aab5a41ba816d0f126c4a190f&URL=http%3A%2F%2Fus.mc330.mail.yahoo.com%2Fmc%2Fcompose%3Fto%3Droshdy2k2@yahoo.com)

 C.V.

 Roshdy Ahmed Abdel-Hamid.

 26 Refaa st., Elmesaha Square , Giza , Egypt

 Tel: 01003893681

 roshdy2k2@yahoo.com

**Objective**

- A fair chance in an honorable reputable place like yours.

**Education:**

- B.A. in Law from Cairo University, 2004

- Berlitz Certificate, English language level 8.

- Translation Foundation Certificate from the AUC.

**Courses** :

ICCI Consists of the following:

- Global communication.

- Marketing.

- Business writing.

- Negotiation.

**Dale Carnegie Institute:**

- Dale Carnegie Course (Communication skills, Human relation skills, Time management, Leadership skills, Self-development, controlling worry and stress).

**Work experience:**

- Worked as a lawyer since graduation in 2004 till 2007.

- In 2007 joined Xceed, as an international account representative;

- In 2007 Microsoft international account.

- In 2010 moved to Cisco International account.

- In 2012 started working as a freelance translator.

- In 2014 MasterCard Priceless Arabia international account.

**Microsoft Account Duties:**

Activating Microsoft products for individuals and corporations as well as issuing licenses for companies after checking their contracts with Microsoft to ascertain their eligibility for such licenses.

Activating and deactivating Terminal Servers.

Adding Client Access Licenses and transferring them from one server to another. The Terminal servers were always bought by facilities and institutions which required a special high level of treatment.

**Cisco International account:**

Handling changes and cancellations of purchased Cisco products. Those were purchased by companies or facilities, governmental and non-governmental.

These tasks required dealing with Cisco account managers globally.

**MasterCard Priceless Arabia international account:**

Handling inquiries and complaints by customers regarding any of the offers, that include hotel offers, shopping, travel, and special attractions. Also, handling escalations and correspondence with the MasterCard Priceless Arabia management and affiliated companies such as "The Entertainer", "Starwoods", and "Jumeirah". They all have offers on the Priceless Arabia website and therefore, handled by our team.

**Languages and skills:**

English: Fluent spoken and written

Arabic: Mother tongue.

Computer: Office.

**Personal Information**

- Marital status: Single.

- Nationality: Egyptian.

- Date of Birth: 1/1/1982.

- Place of Birth: Giza.

- Military status: Exempted.

**Interests and activities:**

- Reading and writing.

**REFERENCES**

- Furnished upon request.