***wisam Ahmed Mohamed***

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 +201156653339

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| **BRIEF ACCOUNT ON MY WORK EXPERIENCE** |
| **1998 – to date :****07/ 2005- 09 /2013:** | **Working as a freelance translator and editor****Ministry of Insurance and Social Affairs** |
|  | **Senior translator at the Technical Unit affiliated to the Minister’s cabinet(A project implemented by the Operational Unit for Development Assistance OUDA)** |
|  | * Reporting directly to the foreign Affairs Advisor.
* Translating MOUs, reports, articles, agreements….etc.
* Editing/proofreading outgoing translation work
* Note- taking (H.E minister’s meeting)
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**1998 – 2002: METSCO Egypt for translation and consultations**

* Translating books, articles and studies in different areas

**2002-2013: Top Notch Egypt for Translation**

* senior translator

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| **EDUCATION** |  |
|  | * 1996 Azhar University
 |
|  | * B.A. of Simultaneous Translation – English Department
 |
| **LANGUAGES** |  |
|  | * Arabic Language Native speaker
* English Language Excellent spoken & written skills
* Turkish Language Good spoken & written skills
 |
| **Translation achievements include:*** Translated the Ministry of insurance and social solidarity website
* The official website of KTOC (Kuwait Oil Tanker Company)
* Translated many articles for Mercedes Benz -published in Al-Ahram newspaper.
* Training material for ictQatar – the cybersafety program
* Many books concerning macrobiotics and others
* A number of agreements and conference material for the Ministry with the different international agencies.

**COMPUTER SKILLS** |
|  |  |
|  | * Windows
* MS. Office applications
* Internet applications
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| **PERSONAL SKILLS** |
|  | * High standard of accuracy and commitment
 |
|  | * Ability to prioritize and cope under pressure.
 |
|  | * Respect confidentiality and understanding.
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| **PERSONAL INFORMATION** |
| **Date of Birth**  | : 20.12.1973 |
| **Nationality** | :Egyptian |

 **Marital status**  :Married with two children

 References could be furnished upon request