***wisam Ahmed Mohamed***

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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) |

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

**Marital status**  :Married with two children

References could be furnished upon request