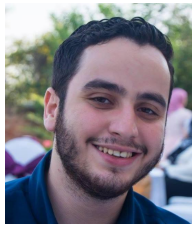


## PERSONAL INFORMATION

## Omar Osama



 2 Mohammed Abdel Naby, 12551 Al-Omrana (Egypt)

 1099599306

 omarosamamoh@gmail.com

 Skype omarosamamoh@gmail.com | [Google Hangouts](#)

Sex Male | [Date of birth](#) 23/01/1994 | [Nationality](#) Egypt

## JOB APPLIED FOR

## Translator

## WORK EXPERIENCE

12/2018–Present

## Translator

Tmam Translation (Turkey)

- Working with [Arabicpost.net](#) on translation reports, news and blogs from English to Arabic.

10/2018–Present

## Translator and Proofreader

Future Group, Cairo (Egypt)

02/2016–Present

## Freelancer translator

Freelancing on Upwork

Since 2016 I have worked as a freelancer translator. I prefer to work from home as It allows more time-flexibility. I have been improving and my profile is gaining more contracts by time.

2017–2018

## Translator

Al Moasher for Programming and Information Dissemination, Cairo (Egypt)

Remote translator for social media content and training material from Arabic to English and vice versa.

2016–2017

## Administrative secretary

Chefchaoun, Giza (Egypt)

- Preparing monthly income & cost analysis.
- Managing the space in the working hours, including every detail related to managing schedule, people, calls, reservations and quality.
- Registering in the schedule, monitoring all the meetings / events details.

2014–2015

## Sales representative

Medad Bookshop, Cairo (Egypt)

- To recommend a suitable books for customers.
- To take care of the store's display.
- To order/reorder books and accessories.

2012–2013

## Volunteer

El-Insan El-Masri, Cairo (Egypt)

- Tutor
- Project Manager of the “Academic and intellectual Program”, 2013
- Head of the Logistic Team 2013

- Head of Organization Team “Ya’ood Camp “ 2013
- Co-Organiser of “Ya’ood Camp” 2012

**2011–2013 Volunteer**

Model of Organization of Islamic Cooperation, Giza (Egypt)

- Delegate at The Political Council 2012
- Director of The Cultural Council “ISESCO” 2013

**EDUCATION AND TRAINING**

---

**2012–2019 Bachelor of Business administration**

Akhbar Alyoum Academy, Giza (Egypt)

- Math for business 1 & 2
- Statistics 1 & 2
- Organizational behaviour
- Marketing and building marketing strategies
- Law for business
- HR
- Accounting

All in English.

**05/2017–05/2018 The Advanced Placement Psychology course and corresponding exam**

College Board (United States)

- Scientific Foundations of Psychology
- Biological Bases of Behavior
- Sensation and Perception
- Learning
- Cognitive Psychology
- Developmental Psychology
- Motivation, Emotion, and Personality
- Clinical Psychology
- Social Psychology

My score: Well qualified (4/5)

**11/2018–09/2019 Counseling diploma**

House of Counseling, Cairo (Egypt)

- How early childhood affects our needs as adults
- Introduction to psychological disorders
- How guilt and inferiority affect our behavior
- Counselor basic skills

**2018–2018 English for translators**

The American University in Cairo, Cairo (Egypt)

English for translators is an English course provided by the AUC that is themed by translation.

**07/2018–08/2018 Translation Career Roadmap**

L10n Academy, Cairo (Egypt)

- 2018–2018 **Arabic proofreading course**  
 Cairo University, Giza (Egypt)  
 I took a certified Arabic proofreading course from faculty of Dar Al Oloom. We went through many topics and worked on various skills, like Editing, punctuation, and abbreviation.
- 2017 **Grammar and Punctuation**  
 Coursera  
 A refresher course on some tools needed for good writing.  
**Created by:** University of California, Irvine

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C1	B2	B2	C1
IELTS					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
 Common European Framework of Reference for Languages

**Communication skills** Good communication skills gained through my experience as sales representative, trip organizer, and at Medad bookshop, and Chefchaoun.

**Organisational / managerial skills**

- Leadership: (I was responsible for a team of 5 people during my time at Medad bookshop).
- Project: management (I acted as a project manager at El-Nada project).
- Good organisational skills gained as office administrator at Chefchaoun.

**Job-related skills**

- Very good reader
- Excellent searching skills
- A very good typing speed; my daily productivity is around 2000 words a day.
- Very good time management; I am never late and always delivery my work on time.