



Abo- El-Hassan Abd- El-Fattah Ahmed Abo-El-Hassan

WhatsApp No. +966 54 521 6918
Phone No. +966 54 521 6918
Phone No. +20 1067696130
hazaana51@gmail.com

Riyadh / Saudi Arabia
2 Hassan Mohammed / El- Haram
ST / Giza/ Egypt

Objective

A qualified translator, seeking a position in a challenging and progressive environment, which will effectively utilize my English language skills developed through past work experiences in these fields with my excellent communication and interpersonal skills. Also, an extremely hard-working, responsible and mature worker, who enjoys working in a team as well as autonomously, I really enjoy communicating with others

Education

Bachelor of Arts and Education
English department / El-Azhar University 2018.
Grade: Very good

Work Experience

Job Title	Translator	Employer	Yuksel Insaat Saudia Company
From	Apr 2023	Till	Now
Job Description	Responsible for translating all company documents from Arabic to English and vice versa, including legal contracts and agreements, official correspondence, guidelines and manuals, technical reports, and tender documents. I ensure linguistic accuracy, maintain a formal tone and specialized terminology, and thoroughly review all texts to guarantee clarity and error-free language.		
Job Title	Receptionist	Employer	7 Days hotel
From	Jun 2022	Till	August 2022
Job Description	Answering phone calls, receiving customers, meeting their needs, writing their data, and making sure they reach their places.		
Job Title	Translator	Employer	Inspire for Training & Education
From	March – 2019	Till	Jun 2022
Job Description	<ul style="list-style-type: none">• Reading through original material and translating it into the target language, ensuring that the meaning of the source text is retained• Providing a grammatically correct, well-expressed final version of the translated text.• Assisting in the understanding of the nuances of translated documents by investigating and understanding unfamiliar definitions and terms.• Keeping records and maintaining a database of documents as they are translated and evaluated.		

- Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.
- Communicate with a variety of freelance translators, reviewers, and other staff to provide interpretation and translation as needed.
- Revise and review the translation output of junior and senior translator.
- Effectively receive, answer and raise team queries and reply to client's feedback.
- Assess and monitor team quality and prepare REV sheets for the members upon delivery.

Job Title	English Teacher	Employer	El-Helmeia Ideal Institute
From	2016	Till	2018
Job skills and description	<ul style="list-style-type: none"> • Communication Skills: Able to speak clearly to students, other teachers, parents and administration officials. • Instruction Skills: Able to explain new ideas and unfamiliar concepts with authority and in a clear and concise way so that students can understand. • Writing Skills: Able to write progress reports, notes home. • Creativity: Able to find ways to involve students into their lessons. 		

Skills

Linguistic skills

Speaking	Excellent	Reading	Excellent
Listening	Excellent	Writing	Excellent

Computer skills

International Computer Driving License program

Personal skills

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|---|--|
| <ul style="list-style-type: none"> • Project management • Strong decision maker • Complex problem solver • High sense of accuracy | <ul style="list-style-type: none"> • Creative design • Innovative • Service-focused. • Able to work under pressure |
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Courses

- English course in the American Egyptian Academy.
- International Computer Driving License program (ICDL) in the British Foundation.
- Human Resources Management course in the British Foundation.

Personal Information

Marital status: Single

Military service: Ended. Air Defense Forces

Date of birth: 01 / 12 / 1995

Nationality: Egyptian