

Nada Abdel Mohsen Abdel Hady

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Objective:

A challenging position in Translation & Public Relation Field with a reputed firm, where my education and communication skills can be employed and developed.

Education:

2008/2009 Pre- Master in Simultaneous Translation, French Department, Second year, Grade: V.Good

2007/2008 Pre-Master in Simultaneous Translation, French Department, First year
Grade: Good

2005 Bachelor of Art, Faculty of Foreign Language and Simultaneous Translation French Department
(*Faculté de Langue et de Traduction Simultanée – Département Français*).
Overall Grade "The 2nd Ranked Student of the French Section 2005"
1st Language : French
2nd Language : English

2003 Diplôme Universitaire de Traduction Français-Arabe de Lyon France, Centre Français de Culture et de Coopération antenne d'Héliopolis.

2000 General Certificate of Secondary and Primary Education, Collège de la Notre Dame de la Delivrande d' Héliopolis

Work Experience:

7/2007 till Now Translator and Contracts Administrator at ASEC (Aresco for Manufacturing and Industrial Projects)

- Translate contracts from English language to French and from French language to Arabic and vice versa.
- Doing Reports and admin assist works, issue and reply letters corresponding Contractual issues.
- Drafting Subcontracts and Agreements
- Controlling Contracts documents and Updating Department Records.

2/2006-7/2007 Customer Service Rep., Xceed Smart Village.

Answer phones and respond to customer requests. Provide customers with product and service information. Up sell services. Transfer customer calls to appropriate staff. Identify, research, and resolve customer issues using the computer system. Follow-up on customer inquires not immediately resolved. Complete call logs and reports.

6/2005 till now Freelancer Translator, (Dr. Al Aseel Office for Translation)

Translate & Edit Legal, Economic & Commercial Documents
French/Arabic – Arabic/ French

8/2005 Freelance Translator, Centre Al-Ahram Pour Les Etudes Juridique.

Translate legal documents, reports, researches and contracts from French language to Arabic and vice versa

2004 Translator Trainee, Information Service (Hayet EL Estalamat) for Ministry of Information.

Provides services as Translation, Simultaneous Interpretation and Conference Organization.

Conduct Research & compile information on Egyptian & French activities in the International Newspapers & Websites.

2003 **Translator Trainee, Al Ahram Hebdo**
Assist in the editing & Translation of Al Ahram Hebdo Articles.

Activities:

2001 **Volunteer, Public Relation Committee in the 17th youth volleyball world Championship.**
Working as a volunteer in coordinating the services and activities for the various participating delegations. My tasks covered translating, writing correspondences, acting as a source of information and friendly counselor to the delegations facilitating various aspects of their stay in Egypt.

Courses:

Self Development - Dale Carneig
Contact Center Training Program - Dale Carneig
Customer service Agents training - Xceed
International Call Center Industry Program French Language - Berlitz

Special Skills:

Language Skills:

Perfect command of spoken and written Arabic and French
Very Good Command of spoken and written English

Computer skills:

Proficient in all Windows Application such as Word, Excel and Internet.
Customer service software applications

Verbal & Writing Skills:

Professional verbal and written communication skills.
Creative writing & reporting skills.

Personal Data:

Name: Nada Abdel Mohsen Abdel Hady
Date of Birth: December 9, 1982.
Place of Birth: Cairo – Egypt
Address: 9 Ahmed Kandil st, Nasr City.