

Personal information

First name(s) / Surname(s)

Sanaa Wahid ElBehairy

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Nationality

Egyptian

Date of birth

25/08/1988

Gender

Female

Marital status

Married



Objective

A position suitable to my qualifications and experiences to enable me to be useful and productive for your corporate while enriching my skills and developing my ambitions.

Work experience

Dates

2017 – 2022

Occupation or position held

Freelancer

Main activities and responsibilities

Translation from English to Arabic and vice versa
Content writing in English and Arabic
Linguistic editing
Self-employed

Name of employer

Dates

08/07/2013 – 15/03/2014

Occupation or position held

English teacher

Main activities and responsibilities

Teaching English to junior students, preparing lessons and the teaching aids and resources needed for effective teaching, and training Indian teachers through various workshops on modern teaching techniques.
Grades 4, 5 & 6

Name of employer

Golden Earth Global Sen. Sec. School, Sangrur, India

Dates

05/12/2011 – 01/06/2013

Occupation or position held

English teacher

Main activities and responsibilities

Teaching English to Middle & junior students. Preparing lessons and the teaching aids and resources needed for effective teaching.
Grades: 2, 4, 6, 7, 8 & 9

Name of employer

Modern Manar Language School, Alexandria, Egypt

Educational background

Dates

August 2024 – present

Title of qualification awarded

MA in general linguistics

Principal subjects

Programming for linguists, Mathematics for linguists, sociolinguistics, anthropological linguistics, data analysis for beginners, command-line tools for linguists, Suomi intensive 1&2.

Name of organization

University of Helsinki

Dates

2015 – 2017

Title of qualification awarded

MA in Linguistics

Principal subjects

Applied linguistics, Phonetics, Phonology, Morphological and syntactic analysis, Semantics, Language and culture studies, Terminology and specialized translation, and simultaneous interpretation.

Name of organization

Jawaharlal Nehru University, New Delhi, India

Dates

2012 – 2013

Title of qualification awarded

MA student, Eastern Languages department – Urdu language

Principal subjects

Linguistics, Poetry, Literature, comparative religion, comparative literature, and ancient Indian Philosophy

Name of organization

Faculty of Arts, Alexandria university

Dates	2007 – 2011
Title of qualification awarded	BA in Farsi language & literature
Principal subjects	Persian linguistics, Persian grammar, poetry, literature, Urdu, conversation, and translation.
Name of organization	Faculty of Arts, Alexandria university
Dates	2003 – 2006
Title of qualification awarded	Certificate of completion of secondary education Arts & Humanities department Grade: 90%
Principal subjects	History, philosophy, psychology, geology and environmental science
Name of organization	Abdel Moniem Wassel language school, Alexandria, Egypt

Training experience

Dates	01/05/2012 – 06/10/2012
Occupation or position held	Vice project manager “Ana Fany Habny Watany” project
occupational skills covered	My job was to administrate the whole project from A to Z according to the given plan. I had to be aware of all the insides of the Project, fully responsible of the project starting from the proposal writing, the brainstorming phase and coordination till the execution stage (Opening, preparatory and advanced stages, closing) and the reporting and evaluation phase.
Name of organization	Step Up Youth Initiative in partnership with Bibliotheca Alexandrina
Dates	01/05/2012 – 17/10/2011
Occupation or position held	HR staff member “Ana Fany Habny Watany” project
occupational skills covered	I was responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, and performance monitoring. Moreover, I have helped the public relations team in finding sponsors for our project.
Name of organisation	Step Up Youth Initiative in partnership with Bibliotheca Alexandrina
Dates	2009 – 2010
Occupation or position held	Participant in AIMAL (Alexandria international model of Arab League) & MEU (model of European Union)
occupational skills covered	Soft skills like the key to better communication and negotiation skills. I developed my presentation skills and netiquette for example how to write a professional email, meeting minutes and work proposal.
Name of organization	Step Up Youth Initiative in partnership with Bibliotheca Alexandrina

Courses

1. C programming
2. Translation (Farsi)
3. Conversation (English – Farsi)
4. Communication Skills & body language
5. Researching Principles and Proposal Writing
6. Acting workshop

Language skills

Mother tongue(s)	Arabic
Other language(s)	English (Excellent), French (basic), Urdu (good), Farsi (basic), Finnish (A 2.1)

Computer skills and competences

- Proficient with MS Windows, MS Office software.
- Excellent knowledge of the Internet.
- Typing Speed near 50 WPM.

Other skills and competences

- Presentation and communication skills
- Persuasive, Patient, and have the ability to learn fast.
- Excellent analytical and problem-solving skills.

- Have the ability to lead a team successfully.
- Self-motivated and able to work in a collaborative environment.
- Ability to work under pressure in a fast-paced environment
- Excellent communication and interpersonal skills.
- Outstanding planning and negotiation experience.