**Mariam Adel Muhammad**

Mobile: (+20) 114.393.4345 E-mail: mariamadel99944@gmail.

Specialized in English language translation, grammar editing and vocabulary proofreading,

# Professional experience

* Have 3 English skills certificates from Arab Academy for Science and Technology (AAST)
* Have a valid IELTS Certificate from the British Council with a total score of 6.5

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|  | | **Courses and trainings** | |
|  | - | Certified English language courses (AAST) , (2014,2015,2016 ) |  |
|  | - | Online English writing and grammar courses from the British Council (2020) |  |
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|  | | **Education** | |

* BBA –Bachelor of Business Administration – Human Resources (HR) Dep. – Alexandria University (2021) [www.alexeng.edu.eg](http://www.alexeng.edu.eg/)

**Personal Status**

* Date of birth: 10/03/1999
* Nationality: Egyptian
* Marital status: Engaged

# Languages

* Arabic (Native language)
* English (Excellent)
* Italian (Intermediate)
* French (Beginner)

# Personal Skills

* Excellent presentation/communication skills
* Deep analytical skills
* Leadership & management skills.
* Adaptability & flexibility.
* Work collaboratively.
* Integrative & lifelong learning.
* Ability to quickly learn new skills as required.
* Ability to express opinions and influence/negotiate effectively.
* Ability to be resourceful and "figure things out".
* Ability to instruct and teach professionally.

# References

*References / Contacts will be provided up on request*

**Portfolio/detailed resume and certificates provided up on Request**  **Available for Relocation**