



## Contact

### Phone

+49 177 2718272

### Email

Muhammmad@gmail.com

### Address

Tübingen, Germany

### Nationality

German

### Website

muhammadhassan.eu

## Expertise

- Multilingual Communication
- Administration & Coordination
- Translation & Documentation
- Organization & Time Management
- IT Fundamentals
- App Development Basics
- UX/UI Awareness
- Teamwork & Reliability

## Languages

**Arabic – Native**

**English – Fluent**

**German – Fluent**

# Muhammad Hassan

Multilingual Administrative & Language Professional  
**Date of birth: 19/10/1975**

Multilingual professional with extensive experience in education, translation, administration, and operations. Fluent in Arabic, English, and German, with strong communication, organizational, and coordination skills. Experienced in working within multicultural environments in Germany and Egypt. Reliable, adaptable, and motivated to contribute to organizations in Qatar in administrative, language, or education-related roles.

## Experience

### 1999 – 2016

English Teacher – Secondary Education

**Al-Azhar Institute, Banha, Egypt**

- Taught English language to secondary-level students (ages 16–19)
- Prepared lesson plans, exams, and educational materials
- Supported students' language development and academic progress
- Worked within structured educational systems and multicultural environments

### 02/2019 – 05/2019

Arabic Language Instructor (Part-time)

**Volkshochschule (VHS), Tübingen, Germany**

- Delivered Arabic language courses for adult learners
- Prepared learning materials and interactive lessons
- Supported students with different language backgrounds

### 1995 – 1999

Translator (Arabic – English / English – Arabic)

**Oraby Translation Office, Banha, Egypt**

- Translated written documents between Arabic and English
- Ensured accuracy, clarity, and cultural relevance
- Met deadlines and client requirements

### 2017 – 2018

Logistics & Support Assistant

**German post (DHL), Germany**

- Parcel sorting and delivery (Deutsche Post)
- Patient and sample transport in medical facilities (UDO GmbH)
- Supported daily operational and logistics tasks

### 04/2021 – 04/2024 (Full-time)

CNN machine Programmer

**Vöhringer GmbH, Germany**

- Operated and monitored industrial production machines
- Followed safety regulations, quality standards, and production plans
- Performed basic machine setup and routine checks
- Worked efficiently within a team-based manufacturing environment
- Supported continuous production processes and operational targets

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○ 05/2024 – 04/2025

School Childcare Assistant (After-School Program)

Primary School Childcare Program, Germany

### Aischbach school in Tuebingen , Germany

- Supervised and supported school-aged children during after-school hours
- Assisted children with homework and learning activities
- Ensured a safe, structured, and positive environment
- Communicated effectively with children, parents, and staff
- Supported social, behavioral, and language development

## Education

1993 – 1997

Bachelor's Degree in English Language and Literature

**Banha University – Faculty of Arts, Egypt**

2012 – 2013

Diploma in English Language Teaching Methodology

**Al-Azhar University– Faculty of Education, Cairo, Egypt**

09/2019 – 02/2021

Metal and Plastics Forming Technology Engineering

**GIBA , Rottenburg, Germany**

05/2024 – 05/2025

Full-Time IT Training – App Development (Flutter/Dart)

**App Akademie GmbH, Germany**

## Additional Information

- International Driving License: Category B
- Former professional table tennis player

Muhammad Hassan

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