

Nada Tarek

Education

Bachelor's Degree in Al-Alsun,Chinese Language, Suez canal university
2022-2026 (Very Good)

Expertise

- Management Skills
- Microsoft skills
- Fast learner
- Communication Skills

Language

- English intermediate
- Chinese upper intermediate
- Arabic native speaker

Work Experience

Support English trainer

Micro English

December 2024-current

- Making material .
- Teaching/training.

HR recruiter

Hiring Agency

2024(from june to December)

- Find suitable opportunity for candidates
- problem solving

Teacher's assistant

Mr. Abdo Hussein

2022 – 2023

- Contact with students and their families.
- Taking attendance using excel sheets, making word files for lessons and exams.

Training and courses

HR course

UCCD-SCU

2025(26-30 January)

Level 1 (Chinese language)course

El-Abaseya - Cairo

2024(June- August)

General (Chinese language)course

El-Abaseya - Cairo

2024(April-June)

HSK4下 course

Confucius institute -SCU

2024 (February- April)

Yufa (Chinese language)course

El-Abaseya - Cairo

2023(October- December)

GAO 2 (Chinese language)course

El-Abaseya - Cairo

2023(August- October)

Beginner 2 (Chinese language)course

El-Abaseya - Cairo

2023(June- August)

Web development(HTML-CSS)

Ministry of Communications and Information Technology- Online

2021(August-October)

ICDL- base

Edraak

2021(August-October)

Extra curriculum activities

HR member IEEE -SCU	February 2025-current
Frontend developer (trainee) Microsoft student club -SCU	February 2025-current
HR member YLY Ismailia	Jul 2024-current
Podcast member OLEG	August 2024-march 2025
Organising member Youth for Egypt-SCU	October2022-current
Organising the new Chinese year festival SCU	January 2025
Organising Ismailia mango festival Ismailia	August 2023
Organising the Chinese bridge SCU	March 2023

Achievements

HSK4 exam certificate (78%) Confucius institute	January 2025
Teaching Chinese for children (4th) All Chinese departments in Egypt by confucius institute and Beijing university	December 2024
Level 1 certificat(very good) Dr. Khaled 老虎	Sep 2024
Grammar and listening certificat(excellent) Dr. Khaled 老虎	January 2024
ICDL- base Edraak	October 2021
Web development(HTML-CSS) Ministry of Communications and Information Technology- Online	October 2021