




# SALMA ALAA

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Salma Alaa 



## EDUCATION

### Bachelor's Degree | Faculty of Al-Asun ASU

2019 – 2023

Studied Chinese as my major language and German language as my second language.

Grad Project: Worked on a team to translate the series "All is Well" and translated the full episode "Episode 28" from Chinese into Arabic.



## EXPERIENCE

### HR Recruiter | Mico World

JUL 24 – PRESENT

Identified and sourced qualified candidates through various channels, including job boards, social media & referrals.

Maintained communication with candidates throughout the hiring process, providing updates & feedback.

Researched industry trends and competitor hiring strategies to refine recruitment approaches.

### Freelancer HR Recruiter | Work Egypt

AUG 23 – JUL 24

Succeeded in completing many hires to various companies, like Concentrix, Teleperformance, Intelcia, etc.

Achieved the target on Sep 23, Dec 23, Jan 24, Apr 24.

### Call Center Representative | Etisalat UAE

JUN 23 – JUN 24

Was top achiever in Oct, Dec, Mar.

Succeeded in exceeding expectations for the appraisal of 2023.

Was responsible for receiving Etisalat consumers' calls and solving their problems.

### Tour Operator & Chinese Translator Intern | Ya'lla Tours

AUG 23 – OCT 2023

Working as a part-time translator and tour operator in the Chinese language.

Managing translating the tours' programs from English into Chinese and operating the programs for Chinese tourists.



## COURSES

### **Mini MBA in Chinese | Bait El-Hekma**

DEC 23

Learned the basic knowledge of "human resources, marketing, supply chain and accounting" in Chinese.

### **Chinese <> Arabic Translation | Bait El-Hekma**

JUL 22 – SEP 22

Learned how to transfer many articles "political, economic, medical, and literary".

By the end of the course managed to translate a short story from Chinese Language into Arabic.

### **Digital Marketing Nanodegree | Udacity**

OCT 21 – JAN 22

Learned many ways of digital marketing such as social media and email marketing. Learned how to be a good freelancer.

### **Chinese Conversation | Bait El-Hekma**

JUL 21 – NOV 21

Learned many Chinese dialects and how to differentiate between them.

Learned to translate many articles from and into Arabic.

Learned various ways of Chinese speaking.



## SKILLS

- Arabic (Native Language)
- English (B2)
- Chinese (HSK5)
- German (A2)
- Microsoft Office