

SALMA ALAA

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Salma Alaa 



EDUCATION

Bachelor's Degree | Faculty of Al-Alsun 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