

CONTACT

Phone: +201147805590

Address: Cairo – Egypt

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PROFESSIONAL
EXPERIENCE

Visa Consultant | 2022– Present

Huawei Technologies Egypt

- Assisted clients with visa applications for multiple countries, ensuring accuracy and compliance with embassy requirements.
- Coordinated and attended meetings with embassy and consular officials to facilitate and resolve application cases.
- Provided multilingual assistance to clients, ensuring clear communication of complex procedures.
- Researched and monitored updates to international visa regulations, providing accurate and up-to-date advice to clients.
- Designed and delivered training sessions on guidelines, visa procedures to staff and new hires.
- Prepared clear training materials, presentations, and step-by-step guidelines to support learning
- Supported the team during activities to keep things running smoothly.

Sales Assistant | Jan – July 2022

Microphone bookstore

- Provided recommendations based on customer interests and needs.
- Assisted in managing book displays, promotions, and seasonal sales.
- Supported inventory management, including stock checks and ordering
- Ensured excellent customer service, enhancing customer satisfaction and loyalty

EDUCATION

Cairo University | 2018–2022

BA in Chinese literature and linguistics.

Udacity | 2022–2023

Digital Marketing

Confucius institute | 2018–2019

Chinese language HSK 4 Certificate

Tahilp Academy | 2024 – 2025

Voice Over & Dubbing course

SKILLS

- Microsoft office
- Work under pressure
- Time Management.
- Touch Typing: 30 WPM in English, 47 WPM in Arabic
- Knowledge with event planning
- Voice Over & Dubbing

- Strong interpersonal skills
- Team Leadership and Problem Solving.
- Cross-Cultural Communication
- Strong sense of responsibility and
- Touch Typing: 30 WPM in English, 47 WPM in Arabic
- Learning Agility and Adaptability

Hadeer Mohammed

Foreign languages speaker

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LANGUAGES

- Arabic (Native)
- English (Fluent)
- Chinese (Advanced)

VOLUNTEERING EXPERIENCES

Translator | 2020

HERSTORY- Wikipedia

- Translated Wikipedia articles from English to Arabic, ensuring linguistic accuracy and cultural appropriateness
- Helped make knowledge accessible to Arabic-speaking readers