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|  |  | Umar Fayiz Ahmad  Translator |
| Profile Enthusiastic translator with a passion for linguistics, programming, and computer science. Enjoys conversing in both human and machine languages. Appreciates order and discipline, finding fulfillment in completing administrative tasks and coordinating activities.  Interested in applying knowledge to benefit individuals and offering technological business solutions for corporate challenges. Contact PHONE:  01143518417  WEBSITE:  <https://umarfayiz.pages.dev/>  EMAIL:  [oe.han.fo@gmail.com](mailto:oe.han.fo@gmail.com) Languages Arabic | German  English | Turkish Skills Emotional Intelligence  Team Player Attitude  Growth Mindset  Openness to Feedback  Adaptability  Work Ethic |  | EDUCATIONGerman Studies BA September 2017 - May 2021  German Language and Literature Department, Faculty of Languages and Translatology, Al-Azhar University. WORK EXPERIENCEGerman Language Teacher December 2023 – Present  **Administrative Coordinator at Speak-E for English Courses**  June 2023 – Present  Utilized MERN stack expertise to develop an efficient business management system, streamlining oversight of academy operations for myself and colleagues.  **Administrative Coordinator at Super Shield Specialised Egypt**  September 2022 – December 2022  Led creation of an administrative system, managing quotations, technical reports, financial documentation, and field visits. Contributed to website development and business logo design.  **English & Turkish Translator at Engineering Co. for Contracting & Supplies (ETC)**  June 2022 – August 2022  Managed English correspondence, negotiated deals, and coordinated shipments with Turkish suppliers.  **Freelance German Translator**  April 2021 – Present  Engaged in architectural translations for prestigious institutions and architects, such as MSA University and Dr. Adel Fahmy.  **Freelance English Translator**  2014 – Present  Executed diverse projects translating contracts and technical manuals, with a recent focus on architecture translations. |