**Curriculum Vitae""**

Personal info:

***Name: Hajar Abd-Elhakeem Mohamed Ahmed***

***Date of Birth: 20-10-1993***

***Phone: 01097297422***

***Email: H\_HAGOORA2011@yahoo.com***

***Interests: Reading, Writing, walking***

***Address: Westren Armant,Luxor***

***Faculty: "Languages and Simultaeous Interpretation English Dept Al-Azhar Universty ",2016***

***Languages: Native Arabic and very good English, written and verbal communication skills  
French(fair)  
Grade: Very Good  
Objectives: I am looking for collaboration in translation, developing my experience and enhancing my skills in a more productive way.***

Experience***:***

***\*Translating many documents from English to Arabic and also from Arabic to English in many fields such as Political, Legal, Religion, Finantial, and marketing.***

Courses:  
***\*Online training on TOEFL  
\*Providing children with training in a special program aiming at improving their skills   
\*American English conversation course"interchange"  
\*A course in time management and marketing***

***\*I use the computer efficiently.***

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Technology skills:  
\*Microsoft Office Package: Word, Excel, Powerpoint plus language Microsoft tool.   
\*Surfing Internet via all browsers efficiently.  
  
References are available upon request  
Thanks for your time and consideration*