

COVER LETTER

Dear Sir/Madam,

Kindly allow me to briefly introduce myself.

I have large experience in freelance subtitling and translation for different lines of business; I deliver fast and accurate work, I have very good computer knowledge working with word, excel, power point, etc., and I speak, read and write excellent English and French languages (Arabic – mother tongue).

I have been working as freelance translator and subtitler for almost sixteen years, and I translate to/from the above-mentioned languages, I also do colloquial (slang/dialect) Arabic.

Please find below my resume for your reference.

Looking forward to hearing from you.

Respectfully,

Nelly Guindy
(+20) 10 1000 3431

CURRICULUM VITEA



Name:	Nelly Guindy		
Gender:	Female	Nationality:	Egypt
Residing in	City: Cairo	Country:	Egypt
Tel	+202 23544170	Mobile	+2010 1000 3431
Email:	nelly_guindy@hotmail.com		

PC competence:	Excellent knowledge of all operating systems, high speed, internet.
Languages:	English: Fluent French: Fluent Arabic: Fluent

Date	Degree	Field	Institution	Country
1979	High School Certificate / Diploma	General Education	College Du Bon Pasteur	Egypt
1982	Other	Art (French literature - Languages, History, Sociology...)	Faculty of Arts - French Section- Cairo University (up to 3 rd year)	Egypt

Dynamic - self motivated - decision maker and hard worker.

Professional Experience

Date	From: 1980	To: 1983	Country:	Egypt
Employed with:	Siag Pyramids Hotel			
Sector:	Tourism & Entertainment	Industry:	Hotels	
Job Function:	Exec. Secretary	Level in Organization:	Senior staff / non supervisory	
Brief Description of job:	Exec. Secretary to Food & Beverage Manager - handling all secretarial duties in addition to some guest relations as I was involved in Banquet department organizing banquets (weddings - parties) held at hotel ball rooms - correspondence - translation.			

Date	From: 1983	To: 1986	Country:	Egypt
Employed with:	International SCRIBE for computers			
Sector:	Technology, Electronics & Telecom	Industry:	Software, Databases & Services	
Job Function:	Office Manager	Level in Organization:	General Management Level	
Brief Description of job:	Office manager to the Chairman and the General Manager - as I started with the company from day one I was the only employee - my duties were handling Financial issues - Administration - correspondence - translation - store keeping - preparing contracts - HR including recruitment, Setting up Company's HR manuals, training, salaries, employees leaves, etc...- dealing with official government authorities to finalise all needed approval to export company product as it was located in the Free Zone at Nasr City.			

Date	From:	1986	To:	1989	Country:	Egypt
Employed with:	International SCRIBE for Garment					
Sector:	Manufacturing	Industry:	Spinning & Textile Manufacturing.			
Job Function:	Office Manager	Level in Organization:	General Management Level			
Brief Description of job:	Same as above for Computers - as owner is the same					

Date	From:	1990	To:	1992	Country:	Egypt
Employed with:	Sonesta Beach Resort - Hurghada - Red Sea					
Sector:	Tourism & Entertainment	Industry:	Hotels			
Job Function:	Secretary / Office Manager	Level in Organization:	Senior staff / non supervisory			
Brief Description of job:	Secretary to the Financial Controller- duties included preparing budget – cash flow – translation – staff salaries.					

Date	From:	1992	To:	1994	Country:	Egypt
Employed with:	Sonesta Paradisio - Hurghada - Red Sea					
Sector:	Tourism & Entertainment	Industry:	Hotels			
Job Function:	Exec. Secretary / Office Manager	Level in Organization:	Middle Management Level			
Brief Description of job:	I was promoted and transferred to another Sonesta property to be Executive Secretary to the General Manager and Assistant to the Executive committee.					

Date	From:	1994	To:	1995	Country:	Egypt
Employed with:	Safir Suites Hotel					
Sector:	Tourism & Entertainment	Industry:	Hotels			
Job Function:	Office Manager	Level in Organization:	Middle Management Level			
Brief Description of job:	General Manager's Office Manager					

Date	From:	1995	To:	1998	Country:	Egypt
Employed with:	BKME – Bank of Kuwait & Middle East					
Sector:	Finance	Industry:	Banking			
Job Function:	Office Manager	Level in Organization:	Middle Management Level			
Brief Description of job:	Executive Secretary to the Branches Manager					

Date	From:	1998	To:	2002	Country:	Egypt
Employed with:	Emirates Airline					
Sector:	Transportation		Industry:	Airlines / Air Cargo		
Job Function:	Office Manager		Level in Organization:	Middle Management Level		
Brief Description of job:	Cairo Station Executive Secretary - Cairo airport duties: arranging meetings and taking minutes - handling all staff related matters such as semi-annual performance review - annual leave - sick leave - uniforms - preparing monthly roaster - training plans - entertainment (birthdays - special events) also handling meet and assist on arrival and departure for VIPs - customer service, preparing monthly reports/statistics - dealing with airport authorities.					

Date	From:	2002	To:	2005	Country:	Egypt
Employed with:	SEAM Programme					
Sector:	Environment		Industry:	Environmental affairs		
Job Function:	Administration Manager & Personal Assistant to the Program Manager		Level in Organization:	Management Level		
Brief Description of job:	Handling all staff related administrative and financial issues (leaves, salaries, training, etc) handling all incoming invoices and outgoing cheques, purchase orders, etc. Keeping records of accounts and office petty cash and preparing monthly accounts statements for regional offices and head office. handling meet and assist on arrival/departure, hotel and flights bookings for consultants/Senior staff. Organizing Conferences, training & workshops. Planning and organizing events and handling media and promotions. Handling all official correspondence with different authorities. Preparing, reviewing and handling all printing including translating case studies, reports, training and workshop material. Follow-up on consultant's duties and ensuring deadlines are met.					

Date	From:	6/2005	To:	3/2008	Country:	Egypt
Employed with:	SMAP III TA Programme - funded by ERM UK / European Commission in Cairo					
Sector:	Environment		Industry:	Environmental affairs		
Job Function:	Administration & Financial Manager and Personal Assistant to the Program Manager		Level in Organization:	Management Level		
Brief Description of job:	Handling all staff related administrative and financial issues (leaves, salaries, training, etc) handling all incoming invoices and outgoing cheques, purchase orders, etc. Keeping records of accounts and office petty cash and preparing monthly accounts statements for regional offices and head office. handling meet and assist on arrival/departure, hotel and flights bookings for consultants/Senior staff. Organizing Conferences, training & workshops. Planning and organizing events and handling media and promotions. handling Financial issues - Administration - correspondence - translation - store keeping - preparing contracts - HR including recruitment, Setting up Company's HR manuals, training, salaries, employees leaves, etc...- dealing with official government authorities handling all official correspondence. Reviewing and Handling all printed materials and translating case studies, reports, training and workshop material. Follow-up on consultant's duties and ensuring deadlines are met.					

Date	From:	5/2008	To:	5/2009	Country:	Egypt
Employed with:	ExpressMedia - Ossama Mounir					
Sector:	Advertising		Industry:	Advertising		
Job Function:	Personal Assistant to the Chairman		Level in Organization:	Management Level		
Brief Description of job:	Handling all staff related administrative and financial issues (leaves, salaries, training, etc) handling all incoming invoices and outgoing cheques, purchase orders, etc. Keeping records of accounts and office petty cash and preparing monthly accounts statements. Organizing and attending meetings with potential clients. Planning and organizing events and handling media and promotions. Organizing schedule for studio recordings, tv and radio shows.					

Date	From:	06/2009	To:	11/2010	Country:	Egypt
Employed with:	Sheraton Sharm Hotel, Resort, Villas & Spa – South Sinai					
Sector:	Tourism & Entertainment		Industry:	Hotels		
Job Function:	Exec. Admin Asst to the GM		Level in Organization:	Executive Management Level		
Brief Description of job:	Executive Assistant to the General Manager, Handling all admin issues, GM's office, financial, business and personal issues, calls, meetings, Travel, VIP Guests, Handling guest complains, welcome letters, create brochures and flyers for events and promotions, follow up with other departments on daily duty manager's reports and action taken, take minutes of morning briefings and follow up on different topics discussed to ensure that appropriate action is taken and deadlines are met.					

Date	From:	01/2011	To:	08/2020	Country:	Egypt
Employed with:	Triangle Trading & Engineering Company					
Sector:	Trading & Engineering		Industry:	Engineering		
Job Function:	Sr. Exec. Asst. & BD Exec. to the Chief Officer & Business Development Director Aviation, Maritime, Irrigation & Tunnels Projects Division		Level in Organization:	Executive Management Level		
Brief Description of job:	Handling all administrative issues (emails, filing, travel arrangements i.e. visas, hotels and flights, managing petty cash, preparing for meetings and workshops, designing brochures and creating presentations, handling giveaways items and distribution list, organizing events, etc.), performing business development by targeting business opportunities, communicating with potential Principals and Clients, government tenders document preparation, issuing invoices and debit notes and follow up on payments, reviewing new contracts and agreements and keeping track of renewals. Preparing monthly budget, Business plan and planning budget for the following year.					

Date	From:	09/2020	To:	Present	Country:	Egypt
Employed with:	Dredging International NV – Cairo Branch – Member of DEME Group					
Sector:	Marine & Waterway solutions		Industry:	Dredging & Land Reclamation		
Job Function:	Sr. Exec. Asst. to Area Manager, Egypt & Lybia		Level in Organization:	Executive Management Level		
Brief Description of job:	Handling all administrative issues (emails, filing, travel arrangements i.e. visas, hotels and flights, managing petty cash, preparing for meetings and workshops, designing brochures and creating presentations, handling giveaways items and distribution list, organizing events, etc.), performing business development by targeting business opportunities, communicating with potential Principals and Clients, government tenders document preparation, issuing invoices and debit notes and follow up on payments, reviewing new contracts and agreements and keeping track of renewals.					

Trainings:

AmCham online training:

- Project Management course.

Starwood online training:

- 1.Using Guest Communication with Opera - Web Based Training.
- 2.Starwood Preferred Guest (SPG) - Member Levels and Enrolment Information (Web Based Training).
3. StarGuest System Training - Users.
4. StarGuest Module IV- Guest Profiles
5. StarGuest Module III - Events
6. StarGuest Module II – Home Screen & Guest Profile Screen

7. StarGuest Module I - Privacy
8. Posting Banquet and Catering Charges in LightSpeed
9. Making Prompt Sequence Changes in Galaxy.

Freelance work:

Translation and Subtitling.

Thank you.