**Maged Nabieh Abd El- Moneim Aly. **

18, Dr, Ahmed El Rashiedy St ,

Al Khalafawi – Al Sahel – Cairo - Egypt

***EmaiL***: [info@udlz.de](mailto:info@udlz.de)

Website:www.udlz.de

***Mobile phone:*** (+201224115591)

***Tel:*** (+202) 24323113.

***Birth Date* :** 7/ 6 / 1978.

***Birth Place* :** Cairo.

***Social Status* :** Married.

***Nationality* :** Egyptian.

***Military Service* :** Exempted.

**Qualification**

1. ***School* :** (G.S.C) Graduated from a language School,

- 1st foreign language English.

1. ***University Education*** : Graduated from "Tour Guiding Department." of the Faculty,

of Arts, Ain Shams University, Cairo, Egypt. 1999 – 2000.

1. ***Language skills :***

German: Excellent (Written &Spoken).

English: Excellent (Written & Spoken).

Arabic: Mother tongue with a good ability for Creative Writing and Original Thinking and expression.

1. ***Computer skills :***

Microsoft basic applications: Windows ,Word, Excel, Power Point & Internet.

Typing speed: Very Good (English and Arabic).

1. ***Special Courses :***

* -Finished the German Language Levels at 'Goethe Language institute’ Cairo. (21 levels).
* -Finished a specialized course in translation (English-Arabic/Arabic-English) from Ain shams university-Cairo-Egypt.
* -Forgery and Falsification training course at Ministry of Interior Affairs – Egypt.

6) **Personal Qualifications:**

-Hard Worker with an ability to work under pressure to meet deadlines.

-Good negotiation and Presentation Skills.

-Ability to work independently to perform delegated tasks with minimum Supervision.

**7) Membership In Organizations and Professional Associations**

Member of "The Egyptian Translators and Linguists Association (ETLA) [Registered](http://www.dict.cc/englisch-deutsch/registered.html) [Association](http://www.dict.cc/englisch-deutsch/association.html), " Membership No. # 220.

|  |
| --- |
| **8) Previous Experience :** |

1. **Working Currently as "a Free lancer Legal Translator/Interpreter"**

**(German-Arabic /Arabic-German language) (Sept 2008 - Till date).**

###### ***Job description:***

A- Translating, Proofreading for different kinds of Legal documents such as Contracts, Legal judgments, Power of attorneys, Criminal records, Licenses, Legal reports and Correspondence.

B-All types of Certificates (i.e. Birth certificates, Marriage certificates, Taxation and customs.

C-Interpreting, Attending Conferences and Meeting, Interpreting over the phone etc.

***--------------------------------------------------------------------***

**2)Worked for “Egypt yellow pages Ltd.-publication,” As Translator and Copywriter, Proofreader at the publishing Dept. (Jan/2004 Till May/2008).**

###### ***Job description:***

A)-Handling translations from English to Arabic and vice versa for Ads of the famous business directory and all the related, including different kinds of company documents.

B)- Handling the directory Ads: as well as online Ads for the web site with Arabic copy, the process which involves as well proofreading, checking, literally and linguistically.

C)-Creating Slogans, Branding unites, Signature lines if needed for a wide range of Products, which involves Concept Translation if originated from English as well as Arabic Original Creative Thinking.

D)-Translating and preparing Press Releases and Write-ups and Periodical Articles.

**3) Worked for “TNT World Wide Office At the Visa Section U.S Embassy Cairo”.**

**(*Nov 2000 - Nov 2003)***

###### ***Job description:***

###### 

A) Dealing with Customers Providing Them with necessary Information concerning different kinds of Visas & Delivery tariffs.

B) Dealing with Embassy's employees & Consuls providing them with Aid & Assistance related to Delivery and courier Services.

C) Translating different kinds of Documents including Correspondence between the Us Embassy Cairo and the company TNT world wide.

##### *P.S;Documents Furnished upon request.*