

Khairy Moustafa Moustafa Selima

El Mehalla El Kobra, Gharbia, Egypt

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Career objective:

Seeking for a job, that enables me to utilize my computer, communications, language and soft skills, fulfills my personal ambitions and enhances my knowledge.

Educational background:

Education:

Oct. 2013-May 2014 Pre-Master- English Literature Department- Mansoura University.

May 2011 Bachelor of Arts-English section-Tanta university
Grade: good.

Extra courses:

Oct. 2010-Aug.2011 Edu Egypt program, sponsored by Information Technology Institute (I T I) and New Horizons.

Courses included:

- Customer service skills
- Business skills
- Business writing
- Business English
- Presentation skills
- BPO orientation
- Communication skills
- Language skills.

Mars 2011-May 2011 ICDL included (Windows, Word, Power point, Excel, Access, Net and IT).

Work Experience:

Translator

May.2017- Up till now Upwork
Job Freelance Translator

Feb.2015- Mar.2017 Ulmet Organization
Job Translating web essays

Writer

Mar. 2017- Up till now Sasa Post and Al-Jazeera Blogs
Job Articles Writer

Blogger

Since 2015
Link

I have my own blog named "Alamwood"
<http://alamwood.blogspot.com/>

Personal skills:

- Flexible, assertive, objective and responsive
- Creative, self motivated, reliable and dynamic
- Excellent communication skills
- Perfect presentation skills
- Good at meeting deadlines
- Ability to work individually and as a co-operative team member.

Language skills:

- Fluent English
- Native Arabic.

Organizational skills:

Organized a business plan about providing excellent customer service in Edu Egypt program where I was elected as a team leader.

Teamwork skills:

Cooperated with a 5 member team to research, organize
And present business topics about:

- Business etiquette including telephone etiquette.
- Delivering excellent service on the phone.
- Handling complaints.

Personal information:

Date of birth	:	1 October 1988
Marital status	:	Single
Nationality	:	Egyptian
Military service	:	finished