

***HananAlaa El-Deen El-Shahat***

87N Hadaek Al-Ahram

Giza,Egypt

Hanan\_Alaa@ymail.com

**PERSONAL INFORMATION**

* Nationality: Egyptian
* Date of birth/Location: April5th, 1988,
* Religion: Muslim
* Marital Status: Married

**OBJECTIVES**

Seeking for a challenging Position in a well-known company related to my educational background, in order to utilize my knowledge in Japanese& English and move on new challenges.

**EDUCATION**

* **2006-2009**B.A in Japanese Language Faculty of Al-Alsun, Ain-Shams University. Second language English.
* **General Grade:** Very Good Honors

**EXPERIENCE**

**February 2012 – Till 30th Jan 2014**

* Working as COO Assistant – Japanese Translator at Unicharm Middle East & North Africa Hygienic Industries S.A.E in 10th of Ramadan City.

**May 2012 – Till June 2012**

* Having training on production process at our company’s factory in Japan.

**February 2012 – Till May 2012**

* **Human Resource Management Course at CTC Academy**

Passed With Grade Excellent.

**17th December 2011 – Till 21st December 2011**

* **Human Resources Development Program**

At The Regional Enterprise Development Center

Sponsored by Canadian International Development Agency

(Team work Skills), (Communication Skills) , (Negotiations Skills),

(Leadership Skills), (Time Management Skills)

**Feb 2011 – Till May 2011**

* Working as Customer Service Representative in Vodafone Egypt.

**June 2010 – Till October 2010**

* ***Basic Business Skills Acquisition (BBSA)*** *Cairo, Egypt*

 *Sponsored by the Future Generation Foundation (FGF)*

 *Training*

* Developed Language and Computer Skills.
* Enhanced Presentation & Project Development Skills.
* Acquired Basic Business Skills including: Marketing,

Sales, Banking, Accounting, Business Correspondence Administration and Report Writing.

***The Dale Carnegie Seminar*** *Cairo, Egypt*

*Sponsored by the Future Generation Foundation (FGF)*

* Communication Skills.
* Core of Ethic.

**Human Resource Program**

Sponsored by the Future Generation Foundation

&CAME Company

***October 2009-Till May 2010***

* Working as Japanese Translator for the Japanese manager of maintenance department at Mac carpet Company (Oriental Wavers).

**Computer Skills**

**Operating Systems**:

* Excellent Command of MS Office (Word, Excel, PowerPoint, Outlook Express and Internet)

**LANGUAGE Skills**

* Arabic: Mother tongue
* Japanese: Very good command of both spoken and written.
* English: Very good command of both spoken and written.

**INTERESTS**

* Reading, Traveling, Writing, Walking, Listening to music, Literature.

**PERSONAL SKILLS**

* Have excellent communication skills.
* Organized thinking, dedication, loyalty.
* Have great ability to work under pressure.
* Honesty, Creative, Reliable.
* Hard worker and appreciate teamwork spirit.
* Self motivated, outgoing and enthusiastic.