

Amira ELNAKIB

CAREER OBJECTIVE

*Seeking a position with challenging tasks entices my entrepreneurial spirit,
Where my educational background and work experience can be applied.*

PERSONAL DATA

FEMALE. SINGLE. EGYPTIAN

DATE & PLACE OF BIRTH

MARCH 5,1985 - ALEXANDRIA

STATE OF HEALTH

EXCELLENT

EDUCATION

2016 Master Degree in Marketing and Strategy – Poitiers University **Poitiers, France**

2008/09 L’Institut de Traduction et de Linguistique **Alexandria, EGYPT**

2006 **Translation Diploma - Postgraduate Studies department - Faculty of Arts – Alexandria University
Specialization, French Language
Grade, Very Good**

2002 Alexandria University **Alexandria, EGYPT**
**B.Sc., Faculty of Arts
Major, Literature and French Language**

**Collège de Notre Dame de Sion
High school - science section
AWARDS & CERTIFICATES:** **Alexandria, EGYPT
(Reputable French School).**

COMPETENCES

- 2010 ■ Participation as an organizer at the “Arab Lex Sportive” conference – Sharm elSheikh
- 2009 ■ Participation as an organizer at the “IFUMCIT” Forum of International Arbitration
- 2007 ■ Preparation of Toefl (Test of English as a Foreign Language) **(BIRTLZ)**
- 2006 ■ Journalisme Course « french course » from l’Institut Français d’Alexandrie.
- 2005 ■ English Language Course **(BIRLTZ)**.
- 2004 ■ Translation course from « L’Institut Français d’Alexandrie ».
- 2002 ■ « Attestation d’Expression Oral » from « l’Institut Français d’Alexandrie »
- 2002/01 ■ L’Alliance Française

COMMUNICATIONS & SKILLS :

- Excellent COMMUNICATIONS skills with foreigners/ students/colleagues.
- Working under pressure.

PRACTICAL KNOWLEDGE :

- Excellent Practical Experience in Translation field in French & English Language.
- Excellent Practical Experience in Conferences & Events Organization.
- Extensive Practical in *International* exchange mobility according a bilateral agreements
- Good Practical Experience in library field

LINGUISTIC :

- Arabic { Mother Tongue } : Excellent knowledge , written & verbal
- French : Excellent knowledge , written & verbal
- English : Very Good knowledge , written & verbal

COMPUTER :

- Strong Proficiency In Using Microsoft Office Products

CULTURAL EXPOSURE :

*Raised in a school embodies teachers with diversified cultures and nationalities
{which endowed me the ability to breakdown cross-cultural communication barriers.*

WORK EXPERIENCE

OCT 2010 - CURRENT

Administrative Coordinator at the International Program

*Arab Academy For Sciences & Technology & Maritime – College of Management & Technology
Alexandria – EGYPT*

Scope of responsibility :-

➤ Exchange Mobility Program with Partners Universities in France, Morocco & Turkey

- Selection of « Incomings & Outgoings » students according to the required criteria.
- Send their dossiers.
- Receiving the acceptances letters
- All Administrative procedures relevant to visa and logement
- Contact foreign consulates of Partners Universities.

➤ French Program at AAST

- All Administrative work relating to Egyptians & French students (add/drop courses, timetable).
- Preparing of Professors loads.
- Contact with all core administrative directions at AAST as (HR dep., Financial dep., Admissions & Registration dep., International Unit).

*“The Core Value I offer
is helping students to find
another side of cultural
life”.*

JUL 2006 – OCT 2010

Translator

Etude Loris Nasri – French Bureau

Alexandria – Egypt

*“Accredited Translation Office by the Courts and Tribunals in accordance with them
Decree issued on 08.03.1986 by the Egyptian Court of First Instance and the Court of
Appeal since 1986, authorized by the French Consulate, British, Spanish, Swiss,
American, Russian, Italian since 1981.”*

*“ The Core Value I offer
to my client is to:-
Transfer authentically
contents and cultures
through documents”*

Scope of responsibility :-

- *Legal Translation (Affaires, procès-verbaux, General & Special Procurations ...etc).*
- *Contrats (Sale, Rent, location ,sous-location, worketc.).*
- *Accords & Agreement.s*
- *Correspondance avec des Consulats et des autorités diplomatiques.*
- *Commercial translation (several kinds of company contracts).*

• Official Translation:

- *Birth, death marriage, divorce, Universities & diplomas certificates, declarations... etc.*
- *Passports.*
- *Bank account statements*

TRAINING

AUG 2009 – DEC 2009
(Four Months)

Bibliotheca Alexandrina - Guide & Tour Department

Post: Trainee at Tours & Visits Departments.

Duties :

- *Provide historical information relating to the former library.*
- *Assist and guide visitors.*

JUN 2008 – OCT 2008
(Five Months)

*Bibliothèque « L'Autre Rive » at French Institute of Alexandria
« l'Institut Français d'Alexandrie »*

Post : Librarian

HOBBIES

READING , TRAVELING, & MAKING FRIENDS

REFERENCES

FURNISHED UPON REQUEST.