

## Curriculum Vitae

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### PERSONAL DETAILS

Name : Islam Ahmed Maher Abd EL-hamed  
Place and Date of Birth : Egypt, 10<sup>th</sup> November 1988  
Sex : Male  
Address : Emirates  
Marital Status : Married  
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### EDUCATION

- Sep./2009-July/2010 Diploma in Chinese Language from (North China Electric Power) University.
  - July 2010 Bachelor Degree of Arts \ Suez Canal University  
Major: Chinese Language and literature  
Grade: Good
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### WORKING EXPERIENCE

- **Egypt**
- **July 2010-Jan 2013** Manager Assistant & Admin Assistant (Chinese English Speaker) in Wonder Factory for Lamps at Ain El\_Sohna and Suez.
  - Duties:
    - Organize and schedule appointments.
    - Assist in the preparation of regularly scheduled reports.
    - Act as the point of contact for internal and external clients.
    - Update and maintain office policies and procedures.
    - Provide assistance in financial tasks.
    - Handle all the governmental transactions for the company.

- **Saudi Arabia**

- **From 2013-2016** Medical Translator & Admin (Chinese- English-Arabic) at Alhejin Clinic

- Duties:

- Precisely and accurately interprets critical medical advice and information given by the provider into equivalent terminology in the patient's native language
- Establishes and maintains quality service and positive interaction with all patients, customers, visitors, health care providers, and clinical employees.

- **From 2016 – 2018** Manager Assistant (Chinese English Speaker) and administrative works at Masar El-Sharq for Export and Import.

- Duties:

- Handle all the governmental transactions for the company.
- Obtains all attested legal documents and customs Clearance for the company.
- Assist to obtain all required import permits and export licenses for all processes.
- Collaborate with various departments and obtain all certification documents and ensure compliance to all import and export policies and perform regular audits on all broker activities.

- **UAE**

- **2018-2023** HR and public relation officer (Chinese English Speaker) at Good Luck Decorative Materials Manufacturer L.L.C.

- Duties

- responsible for applying for visas from mohre and immigration, exporting and importing documents from ministry of economy, chambre of commerce and ministry of industries.
- managing and handling the day-to-day HR activities.
- Checking payroll details and resolving any payroll issues.
- Assisting in onboarding employees.
- Participate in Company Planning and Development
- Responsible for coordinating and liaising between the company and Government organizations / authorities and providing a key inter-face between the two.

## **Language Skills**

- Excellent at Chinese (read, write, talk – interpretation- Simultaneous Interpreting- Text Translation)

- Excellent at English (read, write, talk and type).
- Good at French (read, write, talk)
- Mother tongue: Arabic, Excellent at (read, write, talk and type)

### **OTHER SKILLS**

- License Driving
  - Microsoft Windows 98, ME, 2000, XP, Vista, Seven7.
  - Microsoft office 97, XP, 2003, 2007 :( Word – Excel – Power Point – Access – FrontPage - Outlook), Arabic and English versions.

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