

D.O.B: 12/9/1987

Address:, El Ramal Station ,Alexandria, Egypt.

Mob.:012 – 26656585

E-mail: erinylotfy2001.el@gmail.com



Curriculum vitae

Eriny lotfy Farag Gaballa

Objective:

My target is seeking for a challenging environment to expand my knowledge, Also utilizing my unique huge experience to make a significant contribution for organization success .that focuses on customer satisfaction.

Education:

High school: El Manor English School

College Certificate: Bachelor Degree faculty of Arts Alexandria University 2009.

- Department Greek & Roman Archaeology, classical Studies section.

Languages:

Arabic: Mother Tongue

English: Excellent command written & spoken

Greek: Intermediate written & spoken

Computer Skills:

I have good working knowledge in dealing with windows, internet and most usable software and easily learn new applications

- Windows & other operating systems "good user"
- Internet browsing
- Microsoft office Word-Excel-Power Point-Access)
- ICDL International Computer Driving License.

Social skills:

- Ability to work under pressure
- Enrich team work spirit
- A hard worker

Personal Skills:

- Passionate.
- Attention.
- Initiative.

Courses:

✚ **English Language Course:**

✚ - English Course in Berlitz (4 Levels).

▪ **Soft Skills Course:**

The Dale Carnegie Course in **Effective Communications and Human Relations (Communication Skills)**

1. High Performance Teams (Team Work)
 2. Effective Communications and Human Relations
 3. Problem Solving & Decision Making
 4. World Class Customer Service (Customer Service)
 5. Making Sales: How to Jump Start Your Selling Career (Basic Sales)
 6. The Planning Process (Basic Project Management Skills)
- **Berlitz Soft Skills:**
 7. Business Correspondence and Report Writing (Technical and Business Writing)
 8. Marketing and Advertising (Basic Marketing)
 9. Business presentation

Scholarship:

- ✚ **Modern Greek course** at university of Athens (Thyespa 2007) summer 2007 from 15/6/2007 till 25/7/2007
- ✚ **Ministry of communication, MCIT Scholarship**(21-11-2010 to 10-09-2011)
- ✚ **Scholarship Course:**
Provided by Raya Academy in Co-Operated with (Microsoft®) Egypt

Training:

- Telesales at (IDS) company of Sales of photographic paper and inks from 1/7/2008 1/8/2008
- Secretary at (YMCA) for the sports section from (1/8/2008-1/10/2008)
- Attending Ticketing training at snob travel starting from 12/2009 till 5/2010.

Work Experience:

medical/ Legal interpreter at DB Group , Boostlingo ,
Language line solution 09/2018 - Present

- * **I have been employed as an Authorized translator, interpreter, Voice over and subtitler in a number of different fields, including medical, legal, multimedia, cyber security and education.(English ,Arabic.,Greek)**
I have been in this role since June 2018.
 - I am currently employed by Language Line Solutions. My ID 12340
 - Also on the Boostlingo portal (Kindly find the attached document).
 - working as a consecutive Interpreter and customer service representative (English, Arabic) and vice versa. At the Gulf Food Exhibition at Dubai, from 18/02/2018 to 22/02/2018,**U.A.E**
- English teacher advisor, **CAMI Australian Educational program. United Arab of Emirates** 1/2017_8/2018
- Invigilator, **British council. Cairo** Branch from 5/2013-7/2016(6 sessions).
- Administration, AICO- **GMBH Group** for Importing. Alexandria 1/2012 _3/2013 .
- English teacher assistant , **Saint Vincent De Paul** junior 1,2 .Alexandria 17/ 9/2011 _25/12/2011
- Medical Representative ,**Vita Pharm Care mix** for pharmaceutical products &cosmetics .Alexandria 9/2009 to 6/2010
- Secretary, Alex fasteners Co. (for import and Trading all kind of fasteners) . Alexandria

Personal Trails

Marital status: Married

To Contact me: 012 26656585

"Documents and Certificates are furnished upon request ...