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DOB: 1/8/1979

## Shaimaa Atef Abdel Latif

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Place of Birth      Cairo, Egypt

Citizenship        Egyptian

Objective            To be part of an environment that will challenge my ability and provide the opportunity for my personal and economic growth.

### Experience

2003 to 2005

- Human Resources Assistant  
**Misr Key Energy Services L.L.C** ( American Oil Company )- New Maadi  
**Cairo, Egypt**

2002 – 2003

- Executive Assistant  
**Target Group Limited** (supplying hotels and resorts equipment)–6<sup>th</sup>October City  
**Cairo, Egypt**

2001- 2002

- English Teacher  
**Jennifer Pre School – Lebanon Square**  
**Cairo, Egypt**

2000- 2001

- English Translator  
**Ministry of Economy and Foreign Trade** ( Minister Office) – Down Town  
**Cairo, Egypt**

### Part Time Jobs

2000- 2001

- English Instructor  
**Faculties of Science and Pharmacy, Cairo University**  
**Cairo, Egypt**

2002-2003

- English Teacher  
**ALOHA PRE SCHOOL- Dokki**  
**Cairo, Egypt**

2002- 2005

- Arabic Tutor  
**Cairo, Egypt**

Education

February 2002 M.A Studies , faculty of Arts , English Department, Cairo university

June 2001 M.A Preliminary year , Cairo university

July 2000 **Bachelor of Arts , English Department**  
Cairo university  
Major : Literature  
Minor : Translation

June 1996 High School Diploma  
Experimental Girls College , El Zamalek  
**Cairo, Egypt**

Computer skills

- Good Knowledge of WinWord & Excel
- Good Knowledge of Internet
- High Speed in Typing both Arabic and English

Language

- 🇸🇦 **Arabic** :Native
- 🇬🇧 **English** :Good
- 🇫🇷 **French** :Fair

Other Skills Excellent negotiation and communication skills, ambitious, able to work under stress, self-motivated, fast learner, outgoing personality, punctual.

Reference: Will be furnished upon request