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| WASEEM ABDEL NOUR  |
| Jabal Webdeh – Baounieh st. – Amman- Jordan  |
|  Mobile: +962-79-9832557 Email: waseem45@live.comDate of Birth: 23/11/1986  |

CAREER OBJECTIVE

 Administrative Officer Professional seeking a position in a multinational organization in my field of expertise that allows me to employ my existing talent and acquire new expertise.

KEY STRENGTHS

* + Collaborative Team Player
	+ Strong work ethic
	+ High level of computer skills including word, excel, PowerPoint, outlook and Internet search
	+ High organizational, Interpersonal and communication skills
	+ High level of reliability and sense of responsibility
	+ Experience in Translation for Arabic language
	+ Full attention for details.
	+ Self motivated individual who welcome new challenges and is committed to achieve personal and professional success.

CAREER HISTORY

**SEP 2010 – present Administrative Officer**

**Abdel Nour Corporation For Translation**

Translation Corporation started its practice since 1984 provides Full Translation services for its clients through Jordan and the Middle East.

**KEY RESPONSIBILITIES**

 Administrative Officer for the corporation manager, provided administrative duties for the corporation and meet the customers inquires i.e.: Companies, banks, private and government organizations, in addition to documents translation.

* Manage incoming and outgoing correspondences for the manager, i.e., sort, read, and register mail, distribute and draft responses.
* Receive and return calls in a professional manner.
* Liaising with clients to discuss any unclear points.
	+ Oversees and ensures that the office administrative functions of the corporation are effectively carried out.
	+ Coordinating the filling and storage of soft copy records.
	+ Coordinate work flow.
	+ Provided Customer support via phone, email, Internet, and face to face.
	+ Provided administrative support for the team members.
	+ Translate technical, Commercial, legal, and personal documents from Arabic to English and vice versa.
	+ Deliver Translated works within the time limit.
	+ Certify legal documents before the notary public.
	+ Filling Non-migrant and Immigrant Visa applications for:

-America-Australia-UK-Canada-European Union.

* + Reviewing and proofreading mother tongue text.

**MAR 2009- MAR 2010 Trainee Translator**

**Abdel Nour Corporation for Translation, Jordan**

**LANGUAGES:**

Arabic: Native

English: Very good **IELTS Certificate**

French: Fair level 3

EDUCATION & TRAINING

* **2007 – 2010**  Applied Science Private University

Bachelor’s of English – Majoring in Translation

* De la salle college (Frere) High School Certificate

 Scientific stream

 CERTIFICATES:

* Jan 2012 -**IELTS** Certificate

British Council, Amman-Jordan

* Mar 2012- French language course level **3**
* French Cultural Institute, Amman-Jordan

ACCREDETATIONS

Certified legal Translator – Jordanian Courts

REFERENCES

Upon Request