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| WASEEM ABDEL NOUR |
| Jabal Webdeh – Baounieh st. – Amman- Jordan |
| Mobile: +962-79-9832557 Email: [waseem45@live.com](mailto:waseem45@live.com)  Date 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