

Personal information



- **Name: Nour Ibraheem Mustafa AbuGhazala**
- **Date of Birth :15/10/1995**
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Qualifications

- Bachelor degree of English Language and Literature – Al-Azhar University (2014 - 2018)
 - Grade: Very Good
 - GPA: 86.2
- Diploma in Translation – Islamic University (2018-2019)
 - Grade: Excellent
 - GPA: 90

Experience

- Content writer and social media translator – Bassma agency for marketing solutions 2019
 - Translate all essays and e-books related to digital marketing and social media.
 - Write content for social media platforms in many different subjects.
 - Write content for websites and take care of SEO principles.
 - Manage Instagram account for the agency.
- Translator- On Time company for translation services 2018
 - Tasks:-
 - Translate all documents and texts from English to Arabic and vice versa.
 - Proofread and edit reports and research papers.
 - Prepare and translate papers and research reports.

- Transcribe audio and videos.
- Translate website contents.
- Writing content for advertisement videos and translate them in addition to make their subtitling.
- Enter subtitles to videos.

➤ Freelancer content writer and digital marketer 2018

Tasks:-

- Social media marketing(Facebook- Instagram- Twitter- Linked in- Snapchat)
- Create pages and manage them.
- Email marketing – mailchimp.
- Copywriting and content writing.
- Create sponsored ads.

➤ English teacher- Riyadh Center for Training and Development 2018

Tasks:-

- Teach English as a second Language for students whose ages are between 10 to 17 years.
- Prepare exams and worksheets that follow the main principles in teaching English.
- Follow up students' level in English and submit a monthly report clarifying their improvements.
- Use new ideas and methods to make the understanding of rules and new information easier.

➤ English teacher- Accent Center 2017

Tasks:-

- Teach English as a second Language for students whose ages are between 7 to 15 years.
- Prepare exams and worksheets that follow the main principles in teaching English.
- Follow up students' level in English and submit a monthly report clarifying their improvements.
- Use new ideas and methods to make the understanding of rules and new information easier.

➤ Translator – Riyadh Center for Training and Development 2017

Tasks: -

- Data entry.
- Translate all documents and texts from English to Arabic and vice versa.
- Proofread and edit content of training courses.
- Writing content for advertisement videos and translate them in addition to make their subtitling.
- Convert PDF to Word by writing the content.

- Project coordinator and translator – National Agency for Family Care(NAFC) 2017

Tasks:-

- Write proposals and fundraising.
- Write content for the agency's website and social media pages.
- Translate all documents and files from English to Arabic and vice versa.
- Coordinate awareness campaign and implement them.
- Coordinate donation projects and find out the potential target group for each project.
- Attend meetings with international and local agencies and organization in OCHA monthly meeting.
- Submit monthly report to the board of directors about projects' status.

Training courses

Title	Number of hours	Center
➤ PCELT COURSE Professional Certificate in English Language Teaching.	120 Hrs.	➤ Amideast- world learning
➤ IELTS preparation course	60 Hrs.	➤ International British Center
➤ Digital Marketing intensive course	160 Hrs.	➤ BTI- Japan GOV. – Coder Trust
➤ English language courses	120 Hrs.	➤ Amideast.
➤ TOT	12 Hrs.	➤ Pixel for information technology

skills

- Teaching English as a second language.
- Translate all kind of contents and documents from English to Arabic and vice versa.
- Proofread and edit in both languages.
- Transcription and subtitling.
- High skills in promoting and creating social media campaigns for companies and institutions (services or products).
- Create content for social media (copywriter).
- Team work and ability to communicate easily with others.
- Have flexibility to manage conversations and negotiations with clients.
- Fast data entering.
- Work online.
- High command of using computer and Microsoft programs (word- excel- etc)
- Accomplish work on time.
- Work under pressure.

Languages

- English Language : fluent in writing, speaking, and reading.

References

	Name	Mobile	Work place	Position
1	Mohammed Lubbed	0597842753	NAFC	CEO
2	Eman Shaheen	0597107127	BTI	Coordinator

