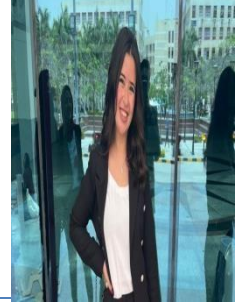


# Karen hany

Address: Haram, Giza



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## Objective Statement

A fresh graduate from Faculty of Languages and Translation, Chinese Department, looking for an opportunity in order to improve my skills, learn new ones and actively participate in the development and success of reputable establishment.

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## Education

Bachelor Degree in Chinese Specialized Translation

Faculty of Languages and Translation-Credit Hour system

Sep ٢٠١٩ - Aug ٢٠٢٣

Second Language: English

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## Courses

- Chinese course “HSK ٣”

Confucius Institute Cairo University

٢٩/١٠/٢٠٢٠ - ٢٤/٠١/٢٠٢١

- Chinese course “HSK ٤”

Confucius Institute Cairo University

٢٤/١٠/٢٠٢٢ - ٢٥/٠٢/٢٠٢٣

- General English Course

SYE English Community

٠٦/٠٥/٢٠٢٣ – Present

- HR diploma Professional

Egy cham

١٧/١٠/٢٠٢٤

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## Experience

### **Administrative Assistant**

Inex Beton Ready Mix Concrete

١١/٢١/٢٠٢٣ to

present Assisting the manager in organizing, planning and implementing strategy

Managed calendars, scheduled meetings, and prepared meeting agendas.

Handled incoming and outgoing correspondence, including email, phone calls.

Maintained office supplies and equipment.

### **Organizer**

The Arab security conference

١٧/٠٩/٢٠٢٣- ١٨/٠٩/٢٠٢٣

- Responsible for checking the guest's to insure they have access to the conference.

-Following up with the management that everything is already organized.

-Organizing time between confere sessions and break.

-Distribution of prizes at the closing ceremony to all guests.

### **Registration Officer**

- Responsible for meeting and greeting international and Arab guests.
- Check participant's names and explain to them the day agenda.
- Completion and distribution certificates to the participants.

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## Skills

- Organizing skills
- Adapting to changes
- Team work
- Ability to manage multiple task
- Resilience
- Team management
- Customer service
- Problem solving skills
- Communication skills

## Languages

### English

- Listening: Very Good
- Conversations: Very Good
- Reading: Very Good
- Writing: Excellent

### Chinese

- Listening: Good
- Conversations: Good
- Reading: Very Good
- Writing: Excellent

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## Personal Data

- **Date of birth:** ٠٦-٠٦-٢٠٠١
- **Marital status:** Single