

SHAHD AMR MAHMOUD

Email: Shahddammrr@gmail.com

LinkedIn Profile: <https://www.linkedin.com/in/shahd-amr> M: 01066603373

SUMMARY

An Experienced Human Resources professional with 2 years of experience additional to 2 years in the field of translation during my undergraduate studies in Al-Alsum Ain Shams University in which I've ranked among top 10 of my class. Result oriented and adoptable team player with good communication skills and good command on both written and spoken English.

Keywords

- Team Work
 - Microsoft office
 - Academic writing
 - Coordination
 - Communication skills
 - Written translation
 - Creativity
 - Localization
-

PROFESSIONAL EXPERIENCE

Human Resources Personal at Magrabi Retail Group - June 2023- Present

- Manage agendas/travel arrangements & appointments for the employees and managers achieving targeted budget.
- Manage all internal events in the office with people and culture team to uplift employees' moral.
- Coordinate with telecom companies to provide the company and the stores with internet and packages needed.
- Achieved Cost Saving of 80,000 EGP per month while working on internet cost reduction across all stores.
- Assist Talent acquisition department with onboarding new hires.
- Provide new hires with all their welcome package and benefits provided by the company.
- Support with ER team to receive all the new hires' needed hiring documents.
- Assist with ER team to update and maintain the social insurance records.
- Worked on Employees benefits program by making deals with vendors whither direct discounts or other benefits for the employees.
- Supervise and coordinate overall administrative activities for the office.

Customer Success Specialist at Expedia for TD - June 2022- February 2023

- Handled all flight and hotel bookings for the Elite customers.
- Passed Travel Industry Council of Ontario (TICO).
- Trained to use Sabre and Amadeus.

Translator - 2017-2021

- Translated a 2300-word project with Save the Children on persons with disabilities.
- Worked with Rain and translated 2 files on cryptocurrency.
- Completed over 300 English<>Arabic translation tasks in political, economic, literary, legal, press, and scientific fields; in addition to UN resolutions and documents.
- Completed a 30-min subtitling project on movies and scientific fields.
- Submitted over 20 academically written essays.
- Trained to use SDL Trados.
- Made a graduation project on humor translation and subtitling.
- Made a graduation project on translating texts and compiling 100 terms in Criminal Law and Criminology field.

EDUCATION

LICENTIATE DEGREE IN WRITTEN TRANSLATION, 2017-2021

Faculty Of Al-Alsun (Languages) Ain Shams University, Credit-Hour Program

Graduated with GPA 3.745 with honors ranked among the top 10 on my class

HIGH SCHOOL DIPLOMA, AL-MAKRIZY LANGUAGE SCHOOL, 2016-2017

Graduated with total 97.5%

LANGUAGES

- **Arabic** Mother tongue
- **English** Excellent level both written and spoken
- **German** Beginner level