

Curriculum Vitae

Abdel Monam Mohamed Al Arabi Al Abdali

Place of Residence: Tajoura, Tripoli

Date of birth: 22.7.1969

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Objective: To obtain a position wherein my knowledge and experience will be used to the full extent.

EDUCATIONAL BACKGROUND

- M.A degree in English language .Business Translation Department 2013
- B.A degree in English language
Tripoli University, Academic S.Y. 1992 -1993
- Course on operation of computer, Windows'98

EMPLOYMENT HISTORY

2014 up to now Assistant Lecturer at Tripoli University, English Department
2014-2015 Part time teacher, Planning Institute
2012- 2013 Waha Oil Company, English language supervisor

June 2009 – December 2010 **COMPANY TRANSLATOR**
ADMINISTRATION DEPARTMENT
AL HANI STRABAG-LIDCO, TAJURA
INFRASTRUCTURE PROJECT
(German Company)

- Translate all incoming and outgoing letters from and to the Clients, Consultants, Contractors and Subcontractors
- Translate All Memos (Internal and External)
- Translate Confidential Documents such as Tenders, Bill of Quantities, Government letters etc. or any documents that maybe assigned

February – May 2009

**PICCINI COMPANY (*Italian Company*)
TRANSLATOR/ ADMINISTRATOR**

- Translating documents, incoming and outgoing letters and emails, handling phone calls, filing, corresponding international companies and visiting some clients of the company.

2007 - 2008

AMONA RANHILL CONSORTIUM CO.,
(Construction Company - Malaysian Company)
Administrator, Human Resources Department

2001 - 2005

Libyan News Agency(LNA).
Official Translator

2003 - 2007

Waha Oil Company(Training Centre)
English Language Instructor

- Teaching KET and PET Cambridge University Course Exams .

2006

Academy of Graduate Studies
Part-time Teacher

2003

Advanced Centre of Electronic Professions
Part-time Teacher

2002

Higher Institute of Comprehensive Professions
Part-time Teacher

Summer 1997

Al Rasid Scientific for Training
Ras Lanouf Oil Co in Ras Lanouf city

- Gave English language Courses to the company's employees

1997 – 2007	Tripoli College (OCS) Part-time Teacher
1994 - 1996	Libyan School- Morocco, Rabat. Full time Teacher
1993 - 1994	Tripoli College (OCS) Part-time Teacher

Skills:

Languages: Arabic & English

Computer: Good computer knowledge of MS Word, MS Excel

Personal Information:

Birth Date: 1969
Place of Birth: Tajoura, Tripoli
Marital Status: Married

NB: I therefore certified that the above mentioned is true to my knowledge.