

# Hanan Aldoukhi – CV



Nationality: Syrian  
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Current Residence: DAMANSARA PERDANA, PETALING JAYA, SELANGOR

## Education

(2017-2018) Started my Master studies at the University of Malaya, Master of Linguistics (Arts)

2014 Translation **Diploma** at "American University of Sciences", Polish Center for Languages and Translation, Cairo, Egypt.

2013 TEFL **Diploma** at "Notting Hill College & Eton University" with registered office: 29 Harley Street, London, W1G9QR, United Kingdom.

Holder of a **Bachelor's** Degree; English and American Literature; Average: 68.9; Year of Graduation: 2007; Damascus University; Syria.

## Experience

**December 2003 – Now:** Freelancer Arabic teacher for non-native speakers; founder of Our Home for Arabic Language

**June 2020 – Now:** Bahasa Melayu Teacher for non-native speakers (Level: Beginners)

**March 2019 - Currently:** Teaching Arabic as a Foreign Language at AREES Training Center, based Kota Damansara

**February 2020 – June 2020:** Professional Arabic Language Teacher for Non-native Speakers at Sahlah Academy.

**2017:** Arabic Teacher at Al Furqan Academy TTDI

**2017:** Arabic Teacher at Institute Al-Quran Kuala Lumpur

**August 2016 – October 2016:** Volunteer (languages teacher) for refugees and single mothers.

**2010 – Now:** Freelancer Translator for different law firms, companies, offices, etc.

**March 2015 – November 2015:** Senior Translator and Supervisor Proofreader (English – Arabic – French) in CTC "Certified Translation Center", Cairo, Egypt.

**January 2014 – April 2015:** Freelancer translator, executive translator & proofreader, and rewriter at the PCJ-T "Polish Center for Languages and Translation", Cairo, Egypt.

**January 2014 – March 2015:** English and French teacher and translation lecturer, at the PCJ-T "Polish Center for Languages and Translation".

**January 2015 - December 2015:** Freelancer Translator at the "GPS", Cairo, Egypt.

**April 2014 – December 2014:** Freelancer Translator for "L'Atelier de Caligraphe", a documentary film directed by Natalia Duque from Arabic to English.

**April 2009 – September 2012:** English and French tutor for school and university students, Damascus, Syria.

**February 2007 – May 2009:** Senior Translator and Proofreader, and Later "Assistant Food Division Manager" at "NewBoy Company FZCO", Damascus, Syria.

**2003 – 2006:** English teacher at Al-Mostakbal Institute, Damascus Suburb, Syria.

**October 2004 – June 2006:** French translator at Al-Anwar Library, Damascus University, Syria.

I have also provided Arabic tutoring services for students studying Arabic as a foreign language.

## Computer Knowledge

ICDL: New Horizon, Damascus, Syria.

XLS: Advanced, SBS Center, Damascus, Syria.

## Languages Knowledge

**Arabic:** Mother language.

**English:** Excellent command (Honor roll student at "The American Language Center" in 2007), Damascus, Syria.

**French:** Very good command (Followed all courses at "Le Center Culturel Français de Damas" in 2012), Damascus, Syria.

**Bahasa:** Good command (started teaching Bahasa to non-native speakers; level: beginners)

**Japanese:** Beginner

## Courses & Workshops Attended

**September 2106:** ALIA (Accelerated Learning In Action)

**April 2008:** Successful Management, at Horizon, Damascus, Syria.

**March 2014:** Core Brand Teaching