

Mohammed Galal

Writer and editor in Arabic

+201154557151 @ mohammed.g25186@gmail.com Cairo Ain Shams

SUMMARY

As an experienced Arabic content writer and proofreader, I craft clear, engaging, and culturally rich content across various fields, including environment, technology, culture, lifestyle, and business. I ensure every piece is accurate and impactful, resonating with diverse audiences. With thirteen books authored and hundreds more edited in various fields, I bring a deep understanding of language and a sharp eye for detail to every project, whether it's original articles, meticulous proofreading, or seamless translations.

PROFESSIONAL EXPERIENCE

Marketing Officer

A. ONE Academy 2011 - 2013 Cairo, Heliopolis

Tesla is an electric vehicle manufacturer that is revolutionizing the automobile industry

- Lead a team of developers to build a proprietary CRM system for enterprise and its strategic partners, optimizing sales process and increasing sales revenue by 24%

Arabic language teacher

National Special Education Language School 2013 - 2016 Cairo, Zamalek

A private nursery, primary, preparatory and secondary school

- Arabic Language Teacher Duties:**
Curriculum Development:
Design and implement a curriculum tailored to middle and high school students' needs.

Instruction and Classroom Management:

Deliver engaging lessons covering grammar, vocabulary, literature, and culture. Utilize diverse teaching methods and manage classroom dynamics effectively.

Assessment and Evaluation:

Administer assessments and provide constructive feedback. Maintain accurate student records.

Student Support:

Provide additional support for students needing extra help. Communicate progress with parents or guardians.

Professional Development and Collaboration:

Participate in professional development and collaborate with colleagues. Contribute to school events and extracurricular activities.

Cultural Awareness:

Integrate Arabic culture into lessons and organize related events.

Administrative Responsibilities:

Attend meetings, submit necessary documentation, and maintain classroom resources.

Executive Secretary

Naseeq Contracting Company 2016 - 2018 Riyadh, Saudi Arabia

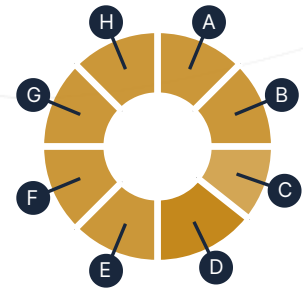
A third-class company in Riyadh

- Executive Secretary Duties:**
Administrative Support:
Manage executive schedules, organize meetings, and handle correspondence.
Meeting Coordination:
Schedule meetings, prepare agendas, and take minutes.
Communication Management:
Act as a liaison, draft and review communications.
Document Management:
Maintain confidential files and organize documents..

TECHNICAL SKILLS

WordPress	WordPress	Photoshop	
Office Word	Axel	PDF	PowerPoint
Content writing	SEO	Articles	
Social media	InDesign	Canva	Training
Fast typing	Writing books		
Formulating scientific research			

MY OWN SKILLS



- A Time Management
- B Attention to Detail
- C Communication
- D Problem-Solving
- E Technical Proficiency
- F Decision-Making
- G Delegation
- H Mentorship

PROFESSIONAL EXPERIENCE

Researcher in Islamic sciences

An emerging company in the field of scientific research 2018 - 2023

Cairo Giza

A company that works to correct and revise scientific books, especially linguistic and jurisprudential books

- **Tasks of a Scientific Researcher in Islamic Language and Sciences:**

- **Research and Analysis:**

- Conduct and analyze research on Islamic language and texts.

- **Academic Writing:**

- Write and publish research papers and articles.

- **Curriculum Development:**

- Develop educational materials for Islamic studies.

- **Translation:**

- Translate classical texts into modern languages.

- **Collaboration:**

- Collaborate with scholars and participate in academic events.

- **Data Collection:**

- Collect and document relevant research data.

- **Ethical Compliance:**

- Adhere to ethical guidelines in research.

Arabic language editor on WordPress - Freelance

Stock exchanges 2019 - 2020 Website

An Arabic website specialized in trading and stock exchange news

- I was a supervisor of the Arabic language content, checking, editing, and publishing on the site's WordPress.

Article writer - Freelance

Opera News 2020 - 2021 Location

Trending News and videos Worldwide, News in Entertainment, Politics, Sports & Lifestyle.

- I worked as a clerk in the Cairo branch of this site

Director of the editorial department - remote

Zahran Library for Publishing and Distribution 2021 - 2023 Location

A publishing house specializing in publishing translations of world literature

- I was the leader of the editorial and linguistic proofreading team at the house, and there I completed many important projects, such as translations of Hitchcock and Sherlock Holmes and the works of great philosophers such as the German philosopher Schopenhauer.

Writer, rapporteur and developer of Arabic language content

CER10 Consulting Company 2023 - Present Cairo Sheraton

A company with broad responsibility in the field of consulting and services

- **Writer and Language Developer Tasks:**

- **Content Creation:**

- Write and develop content for various media.

- **Language Development:**

- Refine language use and create new tools for better communication.

- **Editing and Proofreading:**

- Edit and proofread for accuracy and consistency.

- **Research:**

- Conduct research to ensure content is accurate and up-to-date.

- **Collaboration:**

- Work with teams to align language with goals.

- **Content Strategy:**

- Develop and organize content strategies and calendars.

EDUCATION

Bachelor of Science, Industrial Engineering

Al-Azhar University

2005 - 2011 Cairo

Diploma in Islamic Sciences

Institute of Islamic Studies

2018 - 2020 Cairo

Pre-Master's degree

Institute of Islamic Studies

2020 - 2021 Cairo

EDUCATION

Diploma in Arabic Language and Literature

Faculty of Dar Al Uloom, Cairo University

2022 - 2024 Cairo