

Contact

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(LinkedIn)
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Top Skills

Linux Mint @ Fedora
Microsoft Outlook
Microsoft Word

Languages

Portuguese (Limited Working)
Dutch (Limited Working)
Polish (Limited Working)
Arabic (Native or Bilingual)
English (Full Professional)
Spanish (Full Professional)
German (Full Professional)
French (Native or Bilingual)
italian (Full Professional)
russian (Professional Working)

Ahmed Khelf

Foreign Language Teacher/Translator
Oran, Algeria

Summary

interpreter, translator and freelance teacher of foreign language

Experience

Metro Languages

Foreign Language Teacher

April 2021 - Present (1 year 7 months)

Oran, Algeria

- 1) Teaching German (A1-B2) in groups and mini-groups, Italian (A1/2), Dutch (A1) and Russian (A1) using the communicative approach.
- 2) Adapting and tailoring the program to suit to the general students' level.
- 3) Preparing and grading exam sheets.

IFD-Institut de Formation à Distance

Online Language Teacher (German/Italian)

September 2020 - February 2021 (6 months)

Oran, Algeria

- 1) Answer students' questions (French and foreigners) about vocabulary and grammar points.
- 2) Help students connect to the Rosetta Stone online platform using the Gotomeeting screen visualisation software.
- 3) Filling out the electronic journal (CRM).
- 4) Contact the students who skipped their lesson by phone or email to schedule another one.

UniverTrad

Translator French/Italian

November 2019 - March 2020 (5 months)

Algeria

Translation of documents, personal (passports, diplomas, certificates), legal (court decisions), technical (machinery operating manual) and medical (medical reports) - Arabic, French, Italian.

SLED SchOOl

Foreign Language Teacher

September 2017 - September 2019 (2 years 1 month)

Elektrostal, Moscow, Russia

- 1) Teaching of foreign languages according to the communicative approach in groups and individually (from beginner to advanced (A1-C1); English, Italian, German, French, Spanish, Arabic).
- 2) Filling gaps in students' knowledge (vocabulary and grammar).
- 3) Elimination of grammatical errors.
- 4) Enriching of vocabulary.
- 5) Developing of speaking and listening skills using authentic audio and video materials.
- 6) Checking students' homework and grading exam sheets.

ООО "СК-ЛК"

Translator

January 2015 - January 2017 (2 years 1 month)

Reutov, Moscow, Russia

- 1) Translation of administrative correspondence (mainly from Russian into English).
- 2) Technical translation of machinery maintenance manuals.

Entreprise des Travaux Publiques Kamel Es-sebaa

Translator French/Arabic

August 2012 - August 2014 (2 years 1 month)

Frenda , Algeria

Translation of maintenance manuals of recently bought machinery.

Académie de L'Artillerie de Campagne

Teacher of Foreign Languages

March 2011 - March 2012 (1 year 1 month)

Bou Saâda, Algeria

- 1) Prepare course materials such as syllabi, homework assignments and handouts.
- 2) Administer and grade examinations.

Tarik Ibn Ziad High School

Administrative Assistant

November 2009 - June 2010 (8 months)

Frenda, Algeria

- 1) Registration of new students.
- 2) Editing school forms.

Education

University of Oran

Bachelor's degree, English German and Arabic · (2003 - 2007)

university of Oran

Bachelor of Arts (B.A.), Language Interpretation and
Translation · (2003 - 2007)