

Mohammed Almutairi

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OBJECTIVE

Highly motivated English major graduate with a bachelor's degree in English Language and Literature. Strong communication, writing, translating, and analytical skills, with experience in research, editing, and content creation. Seeking to leverage my skills in a dynamic organization where I can contribute to content writing, editing, translating, communication, or related fields.

EDUCATION

- **Bachelor's Degree in English Language and Literature**

College of Languages and Translation, Imam Muhammad bin Saud University, Riyadh.

- **GPA:** 4.28, with Second Honors.
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SKILLS

- **Core/Technical Skills**

- Editing & Proofreading (Grammar, structure, clarity).
- Content Creation (Writing for web, blogs, SEO).
- Research Skills (Data collection, academic sourcing).
- Translation (English-Arabic, written and spoken)
- Microsoft Office Suite (Word, Excel, PowerPoint).

- **Soft Skills**

- Communication (Strong verbal and written communication skills).
 - Time Management (Able to handle multiple projects and meet deadlines efficiently).
 - Attention to Detail (Meticulous in reviewing documents for accuracy).
 - Adaptability (Quick to adjust to new work environments and tasks).
 - Team Collaboration (Effective team player in diverse settings).
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TRAINING COURSES

- **English for IT 1 course** - Cisco Networking Academy with OpenEDG (50hours). **April, 2024**
 - **Computer Skills for Office Work** – Technical and Vocational Training Corporation (60hours). **Jan, 2024**
 - **AI Tools in Literary Translation** - Deanship of Student Affairs at IMSIU (10hours). **December, 2024**
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LANGUAGES

English (Fluent)

Arabic (Native)