

# Ahmed Soliman

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## Skills:

Microsoft Office Word  
Microsoft PowerPoint  
Microsoft Excel  
Fast typing  
Photoshop  
VideoPad  
Photography  
Videography  
Fast learner  
Flexibility  
Adaptability  
Teaching  
Problem solving  
Critical thinking  
Essay writing  
Script writing  
Story telling  
Public speaking  
Communication

## Languages:

Arabic   
English   
Dutch   
French 

## Hobbies:

Photography  
Cycling  
Going on walks  
Volunteering  
Chess  
Writing  
Blogging  
Video Editing  
Web surfing  
Solving puzzles

## Experience:

AUG 2022: Front Desk Personnel  
Kadol Academy for Translation and Language Courses

- Preparing exams for students.
- Cash handling.
- Greeting visitors and providing customer service when needed.
- Preparing rooms for meetings and lessons.
- Filing documentation such as bills.

## Education:

2021 – present: Marketing and International Business at the Arab Academy  
for science and technology, Cairo.  
2007 - 2021: Horus language schools, Cairo.

## Extra-curricular activities:

2022 – present: Participant at Young Leaders Marathon sponsored by  
Americana Group in collaboration with John D. Gerhart Center in the AUC.  
2021 – 2022: Presenter & scriptwriter for Enactus.  
2021 – 2022: Photographer & Videographer for Revolution.

## Courses:

- Microsoft Word – LinkedIn Learning
- Writing Articles – LinkedIn Learning
- Digital Marketing – LinkedIn Learning
- Speaking Confidently and Effectively – LinkedIn Learning

## Awards:

2022: Medal for completing the Run for The Climate Marathon  
sponsored by the BUE in collaboration with Cairo Runners.  
2019: Appreciation award for participating in organizing the cultural Arab day  
(media committee) at the League of Arab States, Cairo.

## Certificates:

TOEFL Certificate – Score: 98/120 (completed February 2023)