

ADEL ZAKARIA MAZROU

Receptionist & Translator – Hospitality and Novelist
■ Adel.zakaria.mazrou@gmail.com | Alexandria, Egypt

CAREER OBJECTIVE

Motivated and versatile professional with extensive experience in translation, creative writing, reception, and caregiving. Combines linguistic precision, empathy, and organizational skills gained through diverse roles in publishing, hospitality, and personal care. Aims to contribute positively to educational, cultural, and administrative organizations by applying communication, teamwork, and problem-solving abilities. Seeking employment opportunity in Canada's hospitality and cultural sectors.

PROFESSIONAL EXPERIENCE

Jan 2025 – Present | Novel Writer – Al-Kaf Publishing House, Cairo, Egypt

Conceptualized, wrote, and developed long-form fictional narratives, including novels and short stories. Conducted research to ensure authenticity and depth in storylines. Collaborated with editors and publishers to refine manuscripts.

Apr 2016 – Present | Freelance Subtitled / Translator – Remote

Translated and synchronized English dialogue and scripts into Arabic with linguistic and cultural accuracy. Created and timed subtitles for films and online media. Delivered over 200 translated films for international entertainment platforms.

Jun 2023 – Oct 2024 | Receptionist – Bayview Resort, South Sinai, Egypt

Welcomed and assisted guests in a professional and friendly manner. Handled inquiries, reservations, and administrative duties. Demonstrated strong communication and organizational skills in a multicultural environment.

Jan 2022 – Nov 2022 | Caregiver / Elderly Companion – El Beit Beitak Nursing Home, Alexandria, Egypt

Provided personal care, emotional support, and companionship to elderly residents. Supported individuals with physical, emotional, and behavioral challenges. Worked collaboratively with healthcare professionals to maintain wellbeing and safety.

May 2014 – Jun 2016 | Receptionist – El Shook Private Medical Center, Egypt

Welcomed and assisted patients and visitors professionally. Scheduled appointments and managed patient records. Maintained confidentiality and coordination with medical staff.

EDUCATION

2012 – 2013 | College Diploma in Education Methods – Tanta University, Egypt (Grade: Good)

2005 – 2011 | Bachelor's Degree in French Literature – Tanta University, Egypt

CERTIFICATES & TRAININGS

- French Language Course – French Institute, Embassy of France (2011)

KEY SKILLS

- Translation & Subtitling (English–Arabic) • Creative Writing & Editing • Communication & Active Listening • Empathy and Emotional Intelligence • Reception & Front Desk Management • Time Management & Multitasking • Team Collaboration & Problem Solving • Microsoft Office (Word, Excel, PowerPoint) • Cross-Cultural Communication

LANGUAGES

Arabic – Native English – Fluent French – Intermediate

ACHIEVEMENTS

- Published a novel under my own name. • Translated over 200 English films for multiple entertainment platforms. • Recognized for providing compassionate care to elderly residents at El Beit Beitak Nursing Home. • Maintained excellent guest satisfaction during my role as receptionist in both medical and hospitality settings.