

# Rahma Mohamed

Chinese instructor

## CONTACT

**PHONE:**

02-01067490909

**Email:**

[Rahmamohamed29@gmail.com](mailto:Rahmamohamed29@gmail.com)

## CAREER OBJECTIVE

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Seeking a position to utilize my skills and experience as well as my passion to train and educate my mind. Moreover, I would like to work with other professionals to improve my skills as an instructor which will allow me to further contribute in this field. Also, to work with an organization with a scope for self-improvement and Knowledge enhancement which will provide opportunities to exhibit the best of my abilities and contribute towards organizational development.

## EDUCATION

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### Ain Shams University, Faculty of Languages (Al ALSUN)

[Graduation Year: 2016]

[Chinese Department]

### Liaoning Normal University (scholarship in China)

[From September 2018 to July 2019]

[Chinese Studies]

### Studied tourist guide diploma at the higher institute for tourism and hotels (EGOTH)

[Graduation year: 2020]

[Chinese language]

## WORK EXPERIENCE

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### [Chinese Instructor] • [Rawayellow Academy]

[October 2025 until Now] [Part Time Job]

- Teaching HSK curriculum with a focus on listening and conversational skills.
- Creating PowerPoint-based materials and exercises for effective learning.
- Assessing students and tracking their language development.

### [Chinese Instructor] • [Shemot Academy Bahrain]

[October 2024 until Now] [Part Time Job]

- Prepare students for HSK exams and academic requirements through structured practice and assessments.
- Conducted daily conversation practice to improve students fluency and confidence in real-life communication.

**[Chinese instructor] • [Engaz Institute Saudi Arabia]**

**[October 2023 until Now] [Part Time Job]**

- Teach students of varying levels, from beginner to advanced.
- Create and implement lesson plans and instructional materials.
- Administer assessments and provide feedback to students.
- Monitor student progress and adjust instructional strategies accordingly.
- Maintain accurate records of student attendance and grades.
- Integrated Chinese culture, traditions, and idiomatic expressions into lessons to enhance cross-cultural understanding.
- Provided individual feedback and support to meet diverse learning needs.

**[Chinese Instructor] • [Freelancer]**

**[February 2017 until Now]**

- Teach phonetics, tones, and pronunciation to establish a strong language foundation.
- HSK (all Levels)
- Introduce essential vocabulary and simple grammar structures suitable for beginners.
- daily conversation practice to build confidence in communication.
- Design customized lesson plans to meet the needs of learners.

**[Chinese Instructor] • [LL&D Academy Saudi Arabia]**

**[March 2020 until April 2025] [Part Time Job]**

- Teach Mandarin Chinese to a range of ages.
- Teach phonetics, tones, and pronunciation to build strong speaking and listening foundations.
- plan and implement lesson plans.

**[Chinese Instructor] • [04 Academy]**

**[July 2021 until October 2023] [Part Time Job]**

- Teach students of varying levels, from beginner to advanced.
- Plan and prepare resources for lessons.
- Assess and marked students work.
- Provide feedback and support to students.
- Help to develop students' language skills.

**[Chinese Translator] • [Express Arab]**

**[June 2021 until May 2022]**

- Translate from Arabic into Chinese and Vice versa during Zoom meeting.
- Translate in all fields for Express Arab online account.
- Attending meeting with Chinese suppliers and Egyptian buyers.

**[Office Manager] • [Sports Inc]**

**[September 2020 to April 2021]**

- Overseeing general office operations.
- Moderating Social Media accounts (Instagram & Facebook).
- Informs clients by explaining procedures; answering questions; providing information.
- Assisting the organization's HR function.
- Supervising, mentoring, training & coaching the office staff.
- Purchasing office supplies, equipment & maintaining proper stock levels.
- Producing reports, composing correspondence and drafting new contracts.
- Creating presentation and other management level-reports.
- Organizing and managing company databases.
- Dealing with correspondence, complaints and queries.
- Supervising and monitoring the work of administrative staff.
- Implementing and maintaining procedures/office administrative systems.

- Organizing induction programs for new employees.
- Attending meetings with project coordinator.

**[Chinese Instructor] • [UAE Ministry of Education]**  
**[July 2020 to August 2020]**

- Teach basic Chinese for beginner (HSK1)

**[Warehouse Specialist] • [OPPO Company]**  
**[May 2018 to March 2020]**

- Responsible for warehouse.
- Inventory.
- Handling service center problems.
- Ordering spare parts from factory in china.
- Translation from Chinese into Arabic and vice versa.
- Preparing spare parts for service center.

**[Chinese tour guide] • [for Multi Companies]**  
**[January 2017 until 2023]**

**[Chinese teacher] • [Alsun Faculty, Aswan University]**  
**[October 2016 to July 2017]**

- Teach Chinese grammar to four undergraduate classes at the university
- Teach translation for freshmen.

**[Data entry Specialist] • [Rimo tours Company]**  
**[June 2016 to October 2016]**

- Enter and update records of lost and found luggage across different airlines into the system.
- Verify passenger information, baggage tags, and flight details to ensure accuracy.

## COURSES

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- Hsk level 5 (Chinese proficiency test).
- IC DL Certification from continue Academy.
- Digital marketing workshop (femmelancer) (August 2025)

## SKILLS

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- Excellent written and verbal communication skills.
- Proficient in Microsoft Office (Word, PowerPoint and Excel).
- Ability to work as an effective team member.
- Ability to work with all levels of management and personnel.
- Good at analysis Report.
- Very good at outlook formal e-mails.
- Self – Motivated, dependable and goal oriented.
- Good presentation skills.
- Time Management.

## LANGUAGE

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- **Arabic:** Mother Tongue
- **English:** Very good in both writing and speaking.
- **Chinese:** Very Good in both writing and speaking.
- **Turkish:** beginner.