

Mohamed A. Moez

Certified Translator/ Interpreter/ Content Writer
(Ministry of Justice License No: 738)
(English >< Arabic)



Abu Dhabi, U.A.E.



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Mohamed A. Moez

Profile

Looking forward to securing a suitable translation opportunity with your esteemed organization, in order to effectively utilize my 20 years of work expertise. In a variety of specialized industries, including oil and gas enterprises, technical & IT, financial and legal consultant organizations, police and military academies, I am capable of performing professional translation, interpreting, and copywriting. I have a lot of experience managing translation projects professionally (PMP), I completely comprehend the professional behavior expected in prestigious companies, and I can function in a multicultural and multinational setting.

WORK EXPERIENCE (20 years)

Translator/ Content Writer/ Interpreter

Oil & Gas companies, military & police institutions, legal & financial consultancy firms



Over the last 20 years, I have been providing translation, interpreting and copywriting services for oil and gas companies, legal and financial consultancy firms, software houses, such as:

- translation and Interpreting projects for QatarGas, QP, ConocoPhillips, Shell, etc.
- Interpreter and Translator for Abu Dhabi Police, Ministry of Interior, crime scene village, etc.
- MS, Oracle, SAB, Sakhr Software
- UN Internal Audit and Investigation – UNOPS (UK & Copenhagen, Denmark)

Translator / Content Writer/ Interpreter | 2008 – 2018

QatarGas Operating Company, Doha, Qatar

As a Technical Translator for the Company, my daily duties were as follows:

- Translating and editing various types of technical & legal agreements (Oil & gas technical reports. technical presentations, Legal & financial documents).
- Writing/ editing company's press releases, website contents, technical reports and presentations
- Writing/ editing company's CEO's statements, talking points, Q&A interviews, official correspondence
- Supervising the outsourced translation projects to maintain the quality and the delivery deadlines.
- Training supervising young national translators to be able to carry out translation & interpreting tasks
- Interpreting conferences, workshops, and training courses

Translator/ Interpreter | 2021 – Present

Kearney Middle East, (MOD Abu Dhabi, UAE)

As a Senior Translator for the Company, my daily duties were as follows:

- Translating & revising military training materials, policies, reports, educational resources, proposals, reports, etc.
- Simultaneous & Consecutive interpreting for military operation rooms, shooting ranges, & workshops
- Acting as a facilitator and coordinator for the workshops & trainings sessions

- Formatting documents and desktop publishing in MS PowerPoint & Word.

Interpreter and Translator | Feb. 2020 – Mar. 2021

Abu Dhabi Customs Authority (WCO– embedded by TSME, Abu Dhabi, UAE)

As a Senior Translator/ copywriter for the Company, my daily duties were as follows:

- Translating and editing policies, procedures, legal documents, financial reporting, technical manuals, etc.
- Writing and editing company's press releases, presentations, and social media platforms
- Interpreting for WCO training workshops for customers officers

Translator & Content writer| May 2018 – May 2019

Qatar Foundation, Doha, Qatar

As a Senior Translation Specialist for the Company, my daily duties were as follows:

- Translating/ Editing various types of documents (PRs, reports, contracts)
- Writing/ editing translated documents helping the team meet tight deadlines.
- Coordinating in managing multiple translation projects in a fast-paced environment.

Translator/ Interpreter | 2006 – 2008

MOORE STEPHENS INTERNATIONAL (KPMG), Kuwait

As a Senior Translator for the Company, my daily duties were as follows:

- Translating and editing financial statements, tax declaration, annual reports, internal audit reports, insurance policies, PPMS, articles of associations, etc.
- Simultaneous interpretation for various business events.

Legal Translator | 2003 – 2006

Future-Soft, Dubai Internet City, Dubai, UAE

As a Senior Translator for the Company, my daily duties were as follows:

- Translating and editing legal documents, contracts and courts judgments.
- Supervising and coordinating in multi-language translations projects.

Legal Translator | 2001 – 2003

Baker & McKenzie Law Firm, Cairo, Egypt

As a Senior Translator for the Company, my daily duties were as follows:

- Translating various kinds of contracts & agreements (BOOT, BOT, & charter parties).
- Translating International Concession Agreements & FIDIC, judgments, & any court-related documents.



Education

- BA in English Language, Faculty of Al Alson | 1991 – 1995 Ain Shams University, Egypt
- MA in English Language Linguistics “Preliminary year” | 2001 – 2002 Ain Shams University, Egypt.
- Business Administration Diploma, Faculty of Commerce | 2000 – 2002 Ain Shams University, Egypt.



Professional Certificates and Accreditations

- Certified & Sworn Translator (UAE Ministry of Justice – license No: 738)
 - UN Certified Interpreter
 - Certified & Sworn Translator before Kuwait & Egypt Ministries of Justice.
 - Certified Medical Interpreter (Weill Cornell Medical College)
 - SDLX Certified
 - International Conference Interpreters Association (AIIC) (currently pursuing)
 - Member of American Translators Association
- Interpreting training course for journalists and correspondents covering in war and conflict zones.
- Military interpreting training courses for War zones, military operations and shooting ranges.
- Advanced Courses on Consecutive interpreting (TII)
- Advanced Courses on Note-taking for Consecutive interpreting (TII)
- Advanced Courses on Simultaneous Interpreting (TII)
- Introductory Course on Political Discourse Analysis (TII)
- Press & Media translation training course (TII)
- Financial & Legal translation training courses
- Preliminary & intermediate courses in Project Management (QG)

Simultaneous & Consecutive Interpreting Events and Conferences

Media & News:

- The Associated Press (2 years – full time)
- Al Jazeera News Channel (5 years– freelancer)

Courts:

- UAE Courts – Simultaneous & consecutive interpreting for court sessions & police investigations.
- Kuwait Courts: GCC Patent Office workshops & training courses

Qatar Museum Authority (2013 – 2019)

- All events, conferences, & public talk organized by QMA on Art, Culture, Heritage, History, Environment,

Education & Academia:

- (2013 – 2019): All public events, conferences and seminars organized by Sharjah, Abu Dhabi and Doha Universities, such as conferences of the Ministry of Education (Supreme Council for Education), and workshops.

LANGUAGE & COMPUTER SKILLS

- **Arabic:** Mother tongue
- **English:** Excellent
- **Italian:** Good
- **Remote Interpreting tools** (Zoom, Interprefy)
- **CAT tools:** SDL Trados, MemoQ, Wordfast
- **MS Applications:** Word, Excel, PPT, VISON
- **Adobe:** InDesign, PDF Maker, Acrobat R/W
- **Presentation tools:** MS PPT & Smart Board



PERSONAL INFORMATION

- **Name** : Mohamed Abdel Moez Abdel Salam
- **Date of Birth** : May 14, 1973
- **Nationality** : Egypt
- **Address:** : UAE/ Abu Dhabi

- **Marital Status** : Married + 3 children
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