**Jamal Haj Najib, MD**

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**Summary**

Native Arab with professional fluency in English and good knowledge of German. Familiar with different aspects of English due to methodological learning, working in different jobs that required perfecting a wide range of English language skills, and working as a professional English teacher and English<> Arabic translator. Passionate about English and Arabic resulting in extensive research to gain profound understanding of both languages.

**Key Skills and Competencies:**

1- Proven ability to translate complicated texts such as Medical, IT, and Business.

2- Excellent team working and development abilities.

3- Highly motivated, results oriented with the ability to plan ahead.

4- Active listener, constructive worker, critical thinker, with effective problem solving capabilities.

5- Organized and punctual.

**Employment and Experience:**

**Aleppo, Syria - Manchester, UK April 2003 – Present**

Freelance Translator/Proofreader/Interpreter, Translation Mentor

* Translate and proofread books, articles, websites, and documents from English into Arabic and vice versa.Translationis accurate, clear, concise, and in plain language that was understood by the targeted community.
* Read and re-write material following established rules pertaining to factors such as word meanings, sentence structure, grammar, and punctuation.
* Comply with projects priorities and deadlines.
* Translate materials in different domains such as Business and Marketing, IT, General English, Medicine, Automobile and General Health.
* Train junior translators, improve their linguistic abilities, and provide insight and methodology.
* Daily turnaround up to 3000 words for EN>AR, and up to 1500 words for AR>EN translation.
* Latest projects: Translating 2 books "A Short History of Nearly Everything" and "Mobilize People for Marketing Success" into Arabic

**Manchester, UK August 2007 – Present**

Entrepreneur and small business owner

* Established my own small business when I arrived in the UK.
* Take full charge of all business operations for this small-business.
* Prepare and manage correspondence, reports and documents; all in English.
* Develop and implement marketing plans, negotiate deals, and provide customer support; again all in English.

**MSS Trading Aleppo, Syria May 2004 – June 2007**

Part time Translator/Interpreter

* Translated all documents related to the company's business.
* Handled all correspondence related to the company's business.
* Interpreted meetings between company's owner/CEO and visiting managers and experts.

**Martini Institute Aleppo, Syria August 2002 – July 2004**

Part time English Teacher

* Taught students of different levels from absolute beginners to English Literature University students
* Used different curricula according to students' needs

**University of Düsseldorf, Düsseldorf, Germany November 1999 – May 2002**

* Assistant doctor working towards specialization in Nuclear Medicine with a PhD degree.

**Aleppo University Hospital, Aleppo, Syria January 1997 – October 1998**

* Assistant doctor at the Radiology department.
* Was granted a scholarship to specialize in Nuclear Medicine from the University of Aleppo.

**Liverpool University Hospital, Liverpool, England September1996 – November 1996**

* Clinical attachment at the Royal Liverpool University Hospital.

**Abo-Gren Health Center, Aleppo, Syria March 1996 – December 1996**

* Director and General Practitioner.

**Education:**

1995: MD (Doctor in Medicine) University of Aleppo, Aleppo, Syria.

**Training and Courses:**

June 1992 – August 1992: TOEFL Preparation Course, University of Aleppo, Score 584

October 1998 – April 1999 Learning German, Goethe institute, Germany.