

Curriculum Vitae

OBJECTIVE

To Exceed the Limits!

PERSONAL DATA

- ☐ Name : Mohamed Abdel-Moneim Rehan.
- ☐ Mobile : +2010 5777 216
- ☐ Place of birth : Cairo, Egypt.
- ☐ E-Mail: : m1_rehan@yahoo.com

Education

- 1996 - 2000 Cairo University
- ☐ Bachelor of Arts, English Department.
- ☐ Translation Courses at the American University in Cairo (AUC) and British Council.

COMPUTER SKILLS

- Windows XP, Vista, Microsoft Office Package, Internet.
- Advanced use of Trados, Wordfast and other Computer-aided tools.
- DTP advanced knowledge (InDesign, Illustrator, Photoshop, and others)
- Fast typing.

SOFTWARE

- TRADOS, Powerpoint, QuarkXPress, SDLX, IBM CAT tool, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, MS Front Page 2000, Adobe Acrobat, Wordfast, and Others.

LANGUAGE SKILLS

- English : Spoken & Written
- Arabic : Mother tongue

PREVIOUS EXPERIENCE AND FIELDS OF EXPERTISE:

- The translation of several Websites: (1) Egypto Translation Services (My personal translation website: www.egyptotranslation.com), (2) ALJ - Abdul Latif Jameel Co. Ltd., (3) Al Diafa Mall, (4) Sami Al-Thanyan Medical Website: <http://www.sami-althnyan.com>, and some others.
- Security, communications and information technology (A guide to communications security problems and how to avoid them) (from English into Arabic).
- Well-acquainted with the UN, legal and political terminology due to my long experience in this field. I have tackled the translation of several UN-related reports and researches, as well as governmental documents whose main topics have been tackling the UN Charters, Reports and Provisions. This is in addition to the translation of various materials relating to the international law and legality.
- Having excellent knowledge of the legal terminology used in all kinds of official contracts and agreements.
- Undertaking and taking part in the translation of works for the World Bank, European Commission, several NGOs, CSOs, and Governmental Organizations. (Titles of some projects are listed below).
- Having wide knowledge of the technical terminology, for I have translated so many international projects relating to Automotive - Mobile - Hardware - Software - PC Applications and others (see titles of projects listed below).
- Translating several educational books and official reports related to the educational curricula of many foreign countries. Translating some Ph.Ds focusing mainly on the educational process.
- Translating numerous e-Learning curricula taught at the AUC (American Univ. in Cairo).
- Translating, revising and editing numerous Religious books (see titles of projects listed below).
- Having broad knowledge in the translation of books from cover to cover. This is in addition to putting the methodology that should be followed when the work necessitates team work in order to maintain consistency and readability.
- Well-versed in the translation of works that require sticking to specific terminology, such as the technical, educational and scientific works.

Sample Projects:

- Mid-term evaluation of the MEDA II programme: Final Report (2005) (European Commission, EuropeAid Co-operation Office)
- Diagnostic Report on the Legal and Regulatory Environment for Microfinance in Morocco (World Bank)
- Focus Note 19: In-Country Donor Coordination (World Bank)
- Several Microfinance Reports (World Bank).
- Governmental Reports for the following entities: Riyadh Development Authority: Projects and Planning Center (KSA); Report on «Financial Status of Loan and Grant Projects» (Abu Dhabi Development Fund); Report on «Activity of the Fund in Republic of Algeria, March 2008» (Abu Dhabi Development Fund); and other reports.
- Taking part in the translation of the Iraqi Transitional Constitution, the Sudanese Constitution, and numerous UN Agreements.
- Several agreements and contracts for a number of governmental and NGOs entities, such as the Civil Aviation Commission (in Montreal); Applied Science Associates; the Egyptian General Petroleum Corporation; General Directorate for Commercial Affairs; Al Ahlia Insurance Co. (Egypt, Qatar, Saudi Arabia, and others); and many others.
- Taking part in the translation of a number of laws and acts for various countries, including but not limited to: Law of Civil Institutions and Societies, Family Law, Company Law, and others.
- Translating many IT and technical material and books, such as InDesign CS1 & CS2, QuarkXpress, Photoshop, Illustrator CS2, FontLap, and many others.

There are many other projects in almost all known fields of translation.

Areas of Expertise:

- Legal
- e-learning
- Technical (requiring knowledge of mechanical and electrical engineering)
- IT and computer-related texts
- Automotive
- Finance and Banking
- Marketing/advertising/PR materials
- Multimedia
- Tourism
- Political
- Educational
- Military & Defense
- Telecommunications
- e-Commerce
- Contracts and other legal documents
- Computer games
- Social studies
- Heritage/Religious translation

All documents are available upon request.

Best Regards