

QAIS BAJAEIFIR

CONTACT

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EDUCATION

**MIDDLEBURY INSTITUTE OF
INTERNATIONAL STUDIES AT
MONTEREY
Monterey, CA**

*Master of Arts (M.A.) International
Policy Studies (May 2009)*

**APPLIED SCIENCE UNIVERSITY
Amman, Amman**

*Bachelor of Arts (B.A.) Translation &
Interpretation (Jun 1999)*

ADDITIONAL SKILLS

Multitasking and ability to handle
multiple priorities

Strong time management skills

Ability to work on different CAT
tools including Trados, memoQ

Intermediate French level

EXPERIENCE

Senior Audit and Assurance Translator

***Elayouty&Moore Audit Co, Jeddah, Makkah / May 2021 -
Present***

- Translating financial statements, quarterly reports, agreed upon procedures reports, articles of incorporation, legal documents, business contracts, engagement letters, etc from Arabic into English and vice versa.
- Building a translation database for the company using SDL Studio 2021.

Freelance Translator (English-Arabic)

Hewar Group September 2021 - Present

- Translation and adaptation of PRs (English into Arabic)
- Translation of reports in different fields (English-Arabic/Arabic-English)

Freelance Translator (English-Arabic)

**The UK-based Independent Newspaper (Arabic)
September 2021 - Present**

- Translation of The Independent English articles into Arabic (samples available upon request)

Senior Audit and Assurance Translator

Deloitte & Touche, Jeddah , Makkah / Jan 2019 - Apr 2021

- Translation of financial statements, balance sheets, financial reports, articles of association, and all types of financial documents (English-Arabic and vice versa).

- Translation of different types of legal documents, agreements, contracts from Arabic into English.
- Built a translation memory for the company using SDL Studio 2019

Head of Translation/Editorial Team

***Hadath PR & Communication Strategy Company, Jeddah,
Makkah / Apr 2016 - Sep 2019***

- Translation of specialized reports in different fields such as finance, economics, telecommunications, technology, real estate, Islamic banking, communications and information technology, oil from English into Arabic and vice versa.

- Drafting Arabic and English press releases for different high-profile clients including banks, financial institutions, telecom companies and ministries.

Translator Specialist Manager

Etihad Etisalat Company (Telecom Co), Riyadh, Riyadh / Feb 2015 - Mar 2016

- Arabic-English translation of statements of claims, memorandums of defense, arguments, and telecom reports.
- Arabic-English translation of financial documents including financial statements, disclosures and quarterly financial reports.

- Translation of the Board of Directors' meeting minutes from Arabic into English

Translation Desk Editor

Saudi Gazette , Jeddah, Makkah / Oct 2011 - Jan 2015

- Translation of Arabic stories, opinion articles, features from local dailies and several news websites into English.

- Coordination with page editors, copy editors and translators.

- Assigning translation to translators on the team.

Senior Translator

International Organization for Relief, Welfare and Development, Jeddah, Makkah / Dec 2009 - May 2010

- English-Arabic and Arabic-English translation of case studies, media documentaries, meetings' minutes, press articles, annual budgets, feasibility studies, business agreements, property rental agreements, in addition to various types of texts ranging from engineering, IT, religion, to medicine and construction.

- Interpretation of phone calls.

Senior Translator

Ghazi Translation Bureau, Makkah, Makkah / Oct 1999 - May 2007

- Translation of a wide variety of documents from English into Arabic and vice versa including medical reports, educational diplomas, legal documents (affidavits, powers of attorney, depositions, wills, property rental agreements, etc), business agreements and contracts, user's manuals, religious documents, books, feasibility studies, etc.

REFERENCES

References available upon request