

# MOHAMAD INAAM ALTABA

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## Contact Information:

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## Professional Summary

Detail-oriented English to Arabic Translator offering 7 years of experience. Demonstrated success in providing range of translation, revision, proofreading and post-editing services. Hardworking individual with strong scientific and educational background. Able to work under pressure, deal with different types of texts, and deliver jobs in a timely manner.

## Skills

- Arabic editing and proofreading
- Expert in using many offline and online CAT tools, including Trados, MemoQ, Wordfast, Crowdin, Starling, Memsourc, and others. Bilingual in Arabic and English
- Clear communicator of complex ideas
- Self-motivated
- Enthusiastic
- Culturally sensitive
- Extremely organized
- Proficient in Microsoft Office including Word, Excel and Powerpoint
- Organized and detailed
- Responsible
- Fluent in Arabic and English
- MTPE (Machine Translation Post-editing)

## Work History

**Freelance Translator**, 09/2020 to Current

**ONCALL Interpreters & Translators** – London , England

- Translated documents in Arabic and English.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.
- Applied cultural understanding to discern specific meanings beyond literal written words.
- Replicated flow, style and overall meaning of original texts.

**Senior Translator and Reviewer**, 03/2020 to Current

**Pactera Technology International Limited (Now GienTech)** – Dalian, China

- Participated in the translation and revision of projects for Huawei, Huami, Xiaomi, and TikTok.
- Will start working on projects for Rockwell Automation after passing their test.
- The materials cover the following fields: User Documentation, User Interface, Online Help,

Marketing Material, Legal Documentation, Training Material, Audio/Video Content, Website Content, and Social Media.

- Evaluated test results for candidates and judged whether they can be translators or reviewers.
- Applied cultural understanding to discern specific meanings beyond literally written words.
- Consulted specialized dictionaries, thesauruses, and reference books to identify closest equivalents for nuanced terminology, words, and phrases.
- Reviewed final works to spot and correct errors in punctuation, grammar, and translation.

**Freelance Translator, 10/2017 to Current**

**UNICEF**

- Translated general and educational documents from English to Arabic

**Freelance Translator, 04/2017 to Current**

**Bureau Translations**

- Translated motor vehicle, marketing and general documents from English to Arabic
- Reviewed final works to spot and correct errors in punctuation, grammar and translation
- Used translation memory software, including Memsource, Qordoba, and Transifex, to verify consistency of translation within documents and improve efficiency
- Quantifiable achievements (200k words of translation and reviews)

**Freelance Translator, 04/2015 to Current**

**Future Group Translation - Dubai**

- Reviewed final works to spot and correct errors in punctuation, grammar and translation
- Translated educational, medical, technical, IT, software, general, literary, marketing, hospitality and tourism, and other types of documents from English to Arabic
- Used translation memory software, including Trados, memoQ, Wordfast, Transifex, TWS, XTM, Memsource Cloud and others, to verify consistency of translation within documents and improve efficiency
- Successfully met deadlines and managed high volumes of work
- Quantifiable achievements (1.5M words of translation and reviews)
- Consulted specialized dictionaries, thesauruses and reference books to identify closest equivalents for nuanced terminology, words and phrases
- Maintained message content, tone and emotion as closely as possible

**Freelance Translator, 04/2016 to Current**

**Better-Trans (better-trans.com)**

- Reviewed final works to spot and correct errors in punctuation, grammar and translation
- Translated technical, marketing, software, and IT documents from English to Arabic
- Used translation memory software, including Trados and memoQ, to verify consistency of translation within documents and improve efficiency

**Freelance Translator, 02/2015 to 03/2018**

**Osman Translations**

- Reviewed final works to spot and correct errors in punctuation, grammar and translation
- Translated general, educational, medical, technical, and IT documents from English to Arabic

- Used translation memory software, including Trados, memoQ and Wordfast, to verify consistency of translation within documents and improve efficiency
- Successfully met deadlines and managed high volumes of work
- Quantifiable achievements (1M words of translation and reviews)

**Translator**, 10/2018 to 01/2021

**Trans Atlantic (<http://www.trans-atlantic.me/>)** – Cairo, Egypt

- Translated UI terms, product manuals, and help material documents for Google from English to Arabic
- Applied cultural understanding to discern specific meanings beyond literal written words
- Used translation tools, including Polyglot and Google Translation Tool, to verify consistency of translation within documents and improve efficiency

**Logistics Manager**, 07/2013 to 03/2015

**Allied Freight Logistics**

- Handled day-to-day shipping and receiving overseeing more than 12 packages per day
- Delivered substantial cost savings by securing discounts from third-party logistics services providers
- Assessed and targeted customer needs to forge and cultivate productive relationships and maintain top satisfaction levels
- Managed monthly freight cost reporting processes
- Administered sales orders, as well as processed and documented transactions

**Logistics Coordinator**, 02/2015 to 03/2016

**MB Stones**

- Coordinated shipping requests for expedited delivery and documented accurately to ensure correct billing
- Maintained damaged goods records, backorder logs, and any applicable regulatory reporting
- Tracked orders and notified customers of status or potential delays

## **Education**

**MA: Audiovisual Translation**, 2014

**Higher Institute of Translation And Interpreting** - Damascus

**Bachelor of Science: Textile Engineering**, 2008

**Al-Baath University** - Hims, Homs Governorate

## **Hobbies:**

Team sports, gardening, and community involvement

## **Additional Information**

All relevant documents are available upon request