

PROFESSIONAL RESUME

Name	Hamid El Hajami
Date of Birth	22 nd August 1965
Nationality	Moroccan
Discipline	translation
Function	Professional translator
Qualifications	BTech steel structure designer 1992
Professional Associations	-
Languages	English, French, Arabic, Spanish,

CAREER SUMMARY

- Expertise in handling technical accounting and legal translation for many of governmental organizations and for multinational companies in Morocco.
- Excellent written, communication, inter personal, liaison and problem solving skills with the ability to work in multi cultural environment.

SUMMARY OF EXPERIENCE

I have started translating poems and short stories since childhood, while I get my degree in engineering as a steel structure designer; I used to translate technical documentation and prospectus for the institute where I studied for which I got awards.

Client Relationship Management

- Ensuring high quality services, resulting in customer delight and optimum resource utilization for maximum service quality.
- Ensuring maximum customer satisfaction by closely interacting with potential clients & understand their requirements and customizing the services accordingly.

DETAILED PROFESSIONAL EXPERIENCE

Jan 2004 - Present Association Mers Sultan De Culture
Senior Translator

Translation of legal documents (ARABIC -FRENCH)

Worked on the translation of legal documents for project approval, for united nation program for development in Morocco

Translation of French manuals for children (FRENCH -ARABIC)

Did extensive work in translation of documentation, manuals and educative programs for child development by the cooperation of French and Moroccan education ministry and many specialized child literature writers.

Marketing translation (FRENCH -ARABIC)

Translated the web site for the Association and many other sisters associations, with accurate matching of the new IT terminology.

Jan 03 - Jan 2004

Marweb
Sales officer

I have been in charge of the commercialization of the de banners, company's web texts write up.

Jan 02Jan 03

Club Tangérois De Tir CTT
Humann ressources officer

The club is in the Spanish speaking region in morocco, I did extensive work to translate and prepare staff sleepers from French to Spanish, communication with employees in different dialects and languages manage multicultural conflicts between the employees.

Jan 01- Jan 02

Casablanca newspaper
Translator - spellchecker (French - Arabic)

Write different articles, check daily publication for syntax errors and spelling, translate articles from different foreign newspapers

2000- 2002

MASL company S.A.R.L
Technical manager

Coordinate with local venders for aluminum row material collection and report to the headquarter company in Spain, translate technical and administrative documentation, material codes and standards matching between French and Spanish standardization, reinforced my communicational skills in Spanish language by communication training in Spanish cultural center, where I published many different articles concerning Spanish literature and poetry, participated in many literature competitions in the cultural Spanish center and Juan Ramon Jimenez institute in Casablanca.

1990-1999

MECAMONDIAL Company S.A
Technical manager

Manage the technical department, communicate with different French, Spanish and Italian venders for technical specification of spare parts for vehicles and engines, did extensive work to introduce many spare parts companies to Moroccan market by translating the prospectus and technical specification from other languages to

Arabic. Worked on pricing and tendering, organized meetings for a construction of professional association in Casablanca.

1985-1990

Equipment Hamid
Manager

Established my own business for pumps repair

EXTRA PROFESSIONAL ACTIVITIES

Activities in society movement

INFORMATION TECHNOLOGY SKILLS

- Word, Excel, Access, FrontPage, Outlook, Power point.
- Use management computer software for companies
- Access control software
- Html, Java script
- software of subtitling for movies and documentaries
- Vobsub, Subtitle workshop, Virtualdub.
- Translation software such as :Trados, Déjà vu , Power Translator.

TRANSLATION PAIRES :

PAIR	LEVEL
▪ French - Arabic,	Excellent to the perfection
▪ Arabic - French ,	excellent to the perfection
▪ French - English,	Good
▪ English - English.	excellent
▪ Spanish - Arabic,	Excellent
▪ Spanish - French.	Good

PERSONALE OCCUPATIONS

Reading, writing of literature texts and music.

Publications

Articles, novels and tourist portrait in the following newspapers:

- L' Opinion,
- El Bayan,
- Al Takhafa and other local and Arabic dailies

Read my articles in French:

http://www.agoravox.fr/article.php3?id_article=7780

http://millebabords.ouvaton.org/spip.php?article2765&debut_articles_rubrique=20

Read my poems in Spanish:

<http://www.poetalatino.com/modules.php?name=News&file=article&sid=17167>