

## Curriculum Vitae

<b>Name</b>	Khalid Ibrahim Mohamed Arbab
<b>Nationality</b>	Sudanese
<b>Languages</b>	Arabic & English
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**Objective:** to continue my career as a professional translator in a challenging and progressive environment, where my bilingual skills and experience can be utilized effectively to achieve the organization objectives.

### MAJOR ACHIEVEMENTS

- Drafted Qatar Petroleum (QP) Arabic Style for Business Writing (my service was terminated before the completion due to slump in oil prices and COVID-19 pandemic outbreak).
- Deliver translation, on urgent basis, of various documents (memoranda, letters, reports, press releases, Q & A, presentations, minutes of meetings) to Odor Complaints Investigation Taskforce (consisted of: Qatar Petroleum, Ministry of Interior, Ministry of Environment and Qatar Meteorology Department). The challenge was timely completion of the translation to meet the set deadlines and submit the findings and recommendations.
- Translation of Ras Laffan induction and documentary films “the Story of Ras Laffan” presented to delegates, guests and visitors to Ras Laffan Industrial City.
- Translation of booklets and leaflets on environment conservation programme such as conservation of marine turtles, mangrove, wild life plants, oryx, lizard, etc.
- Translation of safety awareness leaflets Translation of emergency preparedness and response plan for Gas Distribution Station Facilities and Qatar Petroleum oil and gas pipelines distribution network.
- Translation of H2S training course material.
- Translation and proofreading web content of Ras Laffan Emergency and Safety College.
- Translation of booklets for Aspire Zone.
- Translation of articles published in the local newspapers and QP’s monthly magazine “Al Mashaal”.

### PROFESSIONAL EXPERIENCE

**Administration Supervisor: Qatar Petroleum, Ras Laffan Industrial City (RLC), Feb. 2017 – June 2020 (performing administration and translation works)**

- Precisely translate of a wide variety of written documents from English into Arabic and vice versa in various fields such as engineering, building and construction, maintenance, HSE, legal, marine & navigation, security, administration, human resources, education, procedures, manuals, media and advertisement from Arabic to English and vice versa in such a manner that the translation will be a finished product ready for publication or dissemination
- Deliver interpretation and translation of technical terminology and provide explanations to facilitate communications and proofread, edit, and revise, as necessary, to ensure accuracy and appropriate language style.
- Resolve translation and editorial issues such as clarification of ambiguities and technical meanings.

- Cross-reference specialized dictionaries and translation tools to check quality of translation to ensure translated content conveys original meaning and tone.
- Drafting Arabic correspondence addressed to various levels, including letters to Their Excellencies the ministers, other senior officials in the state and private organizations.
- Provide the administrative and human resource services to RLC management and staff in the fields of personnel, recruitment, manpower planning, employees relations, compensation and performance management.
- Produce monthly reports on Site Services Division activities and manpower data including establishment strength, attrition and critical position recruitment.

**Translator, Qatar Petroleum, Ras Laffan Industrial City (RLC), April 2007 – June 2020**

Key Accountabilities:

- Precisely translate of a wide variety of written documents from English into Arabic and vice versa in various fields such as engineering, building and construction, maintenance, HSE, legal, marine & navigation, security, administration, human resources, education, procedures, manuals, media and advertisement from Arabic to English and vice versa in such a manner that the translation will be a finished product ready for publication or dissemination
- Deliver interpretation and translation of technical terminology and provide explanations to facilitate communications and proofread, edit, and revise, as necessary, to ensure accuracy and appropriate language style.
- Resolve translation and editorial issues such as clarification of ambiguities and technical meanings (legal, political, engineering, medical, HSE related, social, economic, media, scientific or any other field that may arise.
- Cross-reference specialized dictionaries and translation tools to check quality of translation to ensure translated content conveys original meaning and tone.
- Drafting Arabic correspondence addressed to various levels, including letters to Their Excellencies the ministers, other senior officials in the state and private organizations.

**Technical Clerk (Bi-lingual): QP, Ras Laffan Project (RLP), March 1995 – January 1997**

Key Accountabilities:

- Prepare, drafting and typing different types of correspondence.
- Typing tender/contract documents and bulletins, minutes of meetings, faxes, memos, letters, reports, forms of agreement ... etc.

**Clerk/Typist (Bi-lingual): Qatar Petroleum, Recruitment Division (HRR), Dec. 1994 – Feb. 1995**

Key Accountabilities:

- Arrange screening tests and interviews for candidates in addition to managing and processing recruitment formalities for local and overseas candidates (including job applications; interview schedules, offer letters, preparing visa applications, air flight booking, medical examination, hotel accommodation, transportation and offshore and onshore gate pass).
- Prepare employment contracts (casual, special, definite, and indefinite) based on offer letter, and salary proposal. Calculate commissions of overseas manpower and recruitment agencies.

**Data Entry Clerk: Civil Service Bureau, August 1994 – Dec. 1994**

Key Accountabilities:

- Update and maintain confidential data and records related to administration and personnel such as yearly bonus, salary increment, promotions, transfers and all types of leave (split,

annual, compassionate, maternity, escort, ...etc.) for the employees of ministries and other governmental entities.

### **SKILLS AND PROFICIENCIES**

- Over 10 years of proven experience in bilingual translation (Arabic into English and vice versa). Good command of verbal and written Arabic and English languages with communications aptitude to prepare well-organized and accurate documents
- Attention to details and work efficiently with minimum supervision, work under pressure.
- Never missed translation deadlines.

### **EDUCATION**

- B.A. Economics, University of Madras, India
- Post Graduate Diploma in Teaching English as a Foreign Language, the College of Education, University of Bahri – Sudan.
- Course in Translation, Khartoum International Academy of Journalism, Khartoum, Sudan.

### **PROFESSIONAL AFFILIATIONS**

- Member of the translator network ProZ.com.

### **TRAINING COURSES AND WORKSHOPS**

- Translating sports Training Workshop, Translation and Interpretation Institute (TTI), Hamad Bin Khalifa University, Doha.
- Arabic Business Writing, Translation and Interpretation Institute, Doha.
- Audiovisual Translation: Subtitling, Translation and Interpretation Institute, Doha.
- Advanced interpreting, Translation & Interpretation Institute, Doha.
- Interpreting Basics, Translation & Interpretation Institute, Doha.
- Professional Interpreting, Translation & Interpretation Institute, Doha.
- Revision & Quality Assurance, Translation & Interpretation Institute, Doha.
- Audiovisual Translation Workshop, Translation & Interpretation Institute, Doha.
- Introduction to Simultaneous Interpretation, Al Jazeera Media Training & Development Centre, Doha.

### **COMPUTER SKILLS**

Windows, MS Word, MS Excel, MS Power Point, Internet Explorer.

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