



KAMAL SAAD

Translation Team Leader

A dynamic team player and professional translator with 11+ years of experience in fast-paced environments. Experienced in coordinating the workflow, setting up operating models, copywriting and content creation

CONTACT

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Married | 06 Dec. 1986 | Egyptian

EDUCATION

B.A. in Simultaneous Interpretation
Al Azhar University – Egypt
2005 – 2010

Career's Certificate in Simultaneous Interpreting
American University in Cairo – Egypt
2010 – 2012

Test of Legal English Skills (TOLES) Advanced
The Exam Preparation and Testing House
FZCO, Dubai, UAE
2015 – 2016

TECHNICAL SKILLS

MS Office Suite [PPT, EXCEL, WORD]
CAT Tools
Project Management
MS Visio
Data Analytics

MANAGERIAL & LEADERSHIP SKILLS

During my experience, I have efficiently practiced the following skills:

- Team creation and management
- Strategic planning and execution
- Presentation and communication skills
- Process improvement
- Performance appraisal and measurement
- Business case and plan development
- Change management
- Coaching, mentoring & developing others
- Customer focus
- Quality control

WORK EXPERIENCE

Translation Team Leader

Nov. 2018 – Jan. 2020

[The Boston Consulting Group International Inc. Riyadh, Saudi Arabia](#)

- Managed, tracked and reported translation and content creation projects from concept, design, production, completion and delivery, and assisted in developing snappy, engaging, and well-structured headlines, body copy, and calls to action
- Established quality metrics, and invented a machine-learned quality assurance model for translation, copywriting, and content creation
- Trained internal and external resources on translation, proofreading, copywriting, and advanced translation tools
- Ran mid-year and year-end performance appraisal cycles
- Coordinated with the various stakeholders regarding deadlines and quality parameters of the content to be created/translated
- Cascaded down the Management's goals and initiatives, and translated them into development plans
- Integrated AI and machine learning into the process to eliminate time-wasters of the supply chain, which cut the cost by 30% and shortened the turnaround time by 40%
- Assessed workload against available capacity internally and externally to meet the forecasted demand
- Evaluated, and onboarded new translators and onsite contractors, content creators, and provided them with all capabilities to perform autonomously
- Set up the structure and prepared the technical curriculum of a 9-week internship (Co-Op) program for Saudi fresh graduates
- Audited, returned and/or approved the service providers' invoices and translators' timesheets
- Invented an operating model that brings together internal translators, on-site contractors and translation companies to operate on a single hub for higher quality and info-sec

Translator and Editor

Sept. 2015 – Oct. 2018

[The Boston Consulting Group International Inc. Dubai, UAE](#)

- Produced translation, proofreading, editing, and copywriting
- Engaged with the Marketing function in conceptualization and developing creative ideas
- Developed campaign content across multiple mediums, e.g. video, TV, radio, websites, banner ads, social media, print collateral, direct mail, and exhibits
- Translated high-level concepts and pitches to be presented to high-profile clients
- Coordinated the translation workflow internally and externally
- Negotiated deadlines with consultants and internal/external translators and editors, and monitored the progress
- Supported the team to solve technical issues, remotely and onsite
- Worked onsite directly with the client to provide interpretation and support in content creation
- Produced and proofread the copywriting of the visions, missions, value statements and creative briefs of Government and private sector clients

TRANSLATION SKILLS

Simultaneous Interpreting
At-Sight Translation
Consecutive Interpreting
Whispering Interpretation
Transcreation
Copywriting
Content Creation

LANGUAGES

Arabic (Native)
English (Proficient)
French (Basic)

AWARDS

Grow by Growing Others

The key-to-purpose award for 2019: a global award granted to the best coach who mentors and helps others to shine

The Firefighter of 2018

A global award granted to the best problem solver and team player in emergencies

DRIVING LICENSES

Saudi Arabia
UAE
Qatar
Egypt

HOBBIES

Exploring technologies
Reading
Poem Writing

BUSINESS AND SECTOR

Government Resources Planning (GRP) | Enterprise Resource Planning | SAP | HR | Laws and Legislation | Policies | Localization | IT & Cybersecurity | Information Confidentiality | Medical and Health Care | Transformation | Operating Models | Technical Architectures | Human Capital Management | Strategy & Management Consulting | Education | Labor | Transportation | Water Sanitization | Gas & Oil | Entertainment | Sports | Finance & Banking | Media & Culture | Governance | Operating Models | PMO | Corporate Correspondence | Marketing and Communication | Insurance | Securities & Prospectuses | Tax and Audit | Zakat and Income | Real Estate

Translation Project Manager

Sept. 2013 – Oct. 2015

[Top Notch Consolidated – The International Bureau of Allied Translators, Cairo, Egypt](#)

- Managed the entire supply chain of translation and localization projects
- Liaised with clients as an account manager (e.g. McKinsey & Company, Thomson Reuters, and Saudi Skills Standards)
- Managed and planned the capacity of resources to timely accommodate the forthcoming projects
- Developed, implemented and followed up on business development plans and growth strategies
- Recruited and onboarded new senior and junior translators, and admin staff
- Translated the clients' feedback into action plans, and built and reviewed client-specific style guides and term bases
- Managed challenging situations and difficult stakeholders

Translation Consultant and Project Manager

Mar. 2012 – Oct. 2013

[SAP MENA – Through Harf Translation Company](#)

- Managed the translation of [Mawared](#) Project, a major GRP project delivered by SAP MENA to the Government of Qatar
- Grasped the complex concepts of the Information Technology and made them easily understandable to all stakeholders, and maintained quality checks on all pieces
- Liaised with production companies, photographers, typographers, and designers
- Facilitated communication between SAP consultants and government stakeholders
- Analysed large volumes of information and extracted key points and messages
- Provided feedback and assessment reports on the vendors' work
- Prepared RFPs and assessed the proposals of translation and advertising companies
- Coordinated with the different government entities to make sure that their requirements are satisfactorily met, and their message is accurately conveyed
- Translated, reviewed and QCed legislation, policies and Consultant's deliverables
- Presented pitches and case studies in Arabic to Arabic-speaking clients
- Built client-specific terminology, style guides, and playbook for customized content
- Followed up the localization of the [Mawared Portal](#) into Arabic
- Prepared, reviewed, and amended the SLAs for translation companies and service providers

Senior Reviewer, Coordinator

Jan. 2010 to Feb. 2012

[EgyMark Translation Company, Cairo, Egypt](#)

- Assigned roles and responsibilities, and prepared training and development programs
- Coordinated with clients and tailored the deliverables in line with their expectations
- Proofread and edited translation and copywriting assignments
- Directed and mentored the translation team, and evaluated their performance
- Met and greeted walk-in clients, and stamp and hand over their certified translation
- Ramped up the team's capabilities by integrating new software and setting business plans

Translator

Jun. 2008 to Dec. 2009

[EgyMark Translation Company, Cairo, Egypt](#)

- Translate and edit content of different specialties from Arabic into English and vice versa
- Prepare monthly reports on translation productivity
- Coordinate with the team members for consistency and knowledge-sharing