**Curriculum Vitae**

**Khaled Ali Alali**

**First name :** Khaled

**Surname :** Alali

**Address :** Rummanah , Jenin , West Bank , The Palestinian Territories

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**URL :** [www.proz.com/translator/1720552](http://www.proz.com/translator/1720552)

**Nationality :** Palestinian

**Date of birth :** 1 September 1992

**Gender :** Male

**Occupation :** Translator , Tutor

**Language pairs :** English < > Arabic

**Education :**  BA of arts in English language – Translation track

**Training courses :**

English access microscholarship program – Amideast ( Aug 2006 to Aug 2008 )

**Subjects/occupational skills covered :**

* General Linguistics
* English < > Arabic Translation
* British and American Literature
* Creative and Expository Writing
* Business and Cultural Communication

**Name and type of organisation providing education and training :**

Arab American University – Jenin , Palestine

**Personal skills and competences :** Computer literacy, team work .

**Mother tongue :**  Arabic

**Social skills and competences :**

- A proven problem solver and team-worker .

- strong ability to work under pressure, flexible in work burden, moderate, and diplomatic .

**Organisational skills and competences :**

 - Excellent management and performance against client coordination and job organization

 - Well-organized, active, and cooperative with clients

**Computer Programming Skills :**

- Known Operating Systems:  Windows XP, Windows Vista , Windows 7, Windows 8.1

- Known Office Package: Microsoft Word, Microsoft Excel, Microsoft PowerPoint

**Technical skills and competences :**

Literacy in computer software, including Microsoft Software, Internet Capacity, and mastery of its use .

**References :**

\* Mr. Nizar Milhem

 Lecturer of translation and English language at the Arab American University,

Jenin, The Palestinian Territories

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\* Mr. Mohammad Najim

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