



CURRICULUM VITAE

Ahmad Abbas Khalil

Senior English <> Arabic Translator & Interpreter

Jeddah KSA – Cairo Egypt

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Career Objective

A highly qualified and proficient translator and Interpreter in all fields related to translation from English to Arabic and vice versa, seeking a challenging and professionally rewarding related position to contribute expertise towards the qualitative enhancement of the organization.

Education / Academic Background

University :	Al-Azhar University – Cairo, Egypt
Faculty :	Languages & Translation
Department :	Simultaneous Interpretation (English)
Year of graduation :	2000
Degree of graduation :	Good (78%)

services

Translation, Legal Translation, Software Localization, Proofreading, Website localization, consecutive & Simultaneous Interpretation.

*subject Area

General, History, Legal, Political, Military Sciences and Technologies, Computer and Information Sciences, Banking and Financial, Economics, Advertising/Public Relations, Health, Medicine, Public Health Education and Promotion, Humanities and Humanistic Studies, Journalism and Mass Communication, Mining And Petroleum Technology, Patents,, International Organizations, Telecommunication, Transportation Information Technology, Human Resources Management, Fire, Safety , Security etc.

Key Areas of Experience

A wide range of experience over a long period of translation, proofreading and editing work for different companies all over the world which include, but not limited to:

Legal Translation:

- o Articles of association
- o Memoranda of understanding
- o Power of attorneys
- o Tenders and bids document translations
- o Joint venture agreements
- o Rent and lease contracts & subcontracting agreements
- o Consultancy agreements and contracts
- o Merger & Acquisitions Documents
- o Building, construction and consultancy agreements
- o Certified certificates, diplomas, licenses and documents

Finance & Banking Translation:

- o Financial and economic press releases
- o Financial annual reports and correspondences
- o Insurance Documentation
- o Corporate budgets and Finance Balance Sheets
- o Capital Market and Feasibility studies
- o Annual and quarterly reports and Accounting Records
- o Business Plans and Investor reports
- o Customer Surveys and General Questionnaires
- o Banking Services and Financial Instruments
- o Marketing Material
- o Health, Safety and Environment Management System (HSEMS) guides
- o Safety standards and specifications
- o Risk management manuals and guides
- o Safety standards
- o Sustainability and Environmental Management System related documents
- o Accident investigation guides

Engineering & Planning Translation:

- o Translating, proofreading and editing projects and documents.
- o Safety engineering and fire science.
- o Building constructs
- o OSHA standards
- o NFPA codes

Medical Translation:

- o Health-related topics for WHO (World Health Organization)
- o Medical reports and medicine notes for hospitals and health companies located in Jeddah , KSA.

Work Experience

July 2008 until now

Full-time Senior Translator/Proofreader

Department of translation – Arab Fire, Safety and Security Academy

Responsibilities:

- Translating and proofreading general military texts;
- Translating, editing and proofreading Security-related documents;
- Translating and proofreading Fire management manuals and guides;
- Translating and proofreading safety general standards documents;
- Translating and proofreading safety standards documents;
- Translating and proofreading sustainability and environment-related texts;
- Translating and proofreading accident investigation-related texts;
- Translating, proofreading and editing risk management manuals and guides;
- Translating, proofreading environmental management manuals and guides;
- Translating and proofreading technical and industrial text materials;
- Translating and proofreading contracts, agreements and letters;
- Translating and proofreading general scientific texts;
- Translating and proofreading medical and healthcare documents;
- Interpret verbally between Arabic and English when required;
- Reading through original material and rewriting it in the target language;
- Producing translated material at an appropriate linguistic level dependent on target audience, ensuring that the meaning of the source text is retained;
- Ensuring consistency in all translations with regards to terminology and standards, both for internal and external use;
- Utilizing the internet, specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used;
- Proofreading and ensuring the accuracy of translated material, and edit final translated versions, Providing grammatically correct, well-expressed final version of the translated text, usually as a word-processed document;
- Completing translations in a timely manner and expedite urgent requests.

From 2004 to 2007

Senior Legal Translator/Proofreader

Al-Arabi Office for certified Translation

Al-Qassim - KSA

Responsibilities:

- Translating and proofreading general legal services;
- Translating and proofreading technical and industrial texts;
- Translating and proofreading legal contracts, agreements, articles of associations, memoranda of associations and powers of attorney etc;
- Translating and proofreading IT and computer sciences-related texts;
- Translating and proofreading medical and scientific-related documents;
- Translating and proofreading financial general topics, statements of accounts, annual balance sheets and financial statements, etc;
- Translating and proofreading marketing and advertising-related texts;
- Translating and proofreading education and training-related texts;

- Translating and proofreading tourism, tours and airlines-related texts;
- Translating and proofreading official correspondences, press releases, reports, drive licenses and passports as well as any other official documents;
- Translating and proofreading all types of official certificates issued by all ministries and governmental authorities in KSA and abroad;
- Reading through original material and rewriting it in the target language;
- Producing translated material at an appropriate linguistic level dependent on target audience, ensuring that the meaning of the source text is retained;
- Ensuring consistency in all translations with regards to terminology and standards, both for internal and external use;
- Researching legal, technical and scientific phraseology to find the correct translation, utilizing the internet, specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used;
- Proofreading and ensuring the accuracy of translated material, and edit final translated versions, providing grammatically correct, well-expressed final version of the translated text, usually as a word-processed document.

Software Skills

- Strong ability to use Window XP, Windows 7 & Windows 8
- Strong ability to use MS Office XP/2003/2007/2010.
- Strong ability to use Internet Search Tools.
- Strong ability to use several CAT tools: SDL Trados 2007; SDL Trados Studio 2009; SDL Trados Studio 2011; SDLX 2007; Wordfast Classic, Wordfast Pro; memoQ; Idiom WorldServer.
- Strong ability to learn more about any other Translation Memory software.

Personal Qualifications

- Self-motivated
- Used to work under pressure
- Organized, efficient, energetic and experienced
- Disciplined, dedicated and committed to the job entrusted
- High sense of urgency
- Able to learn new things in short time
- Highly interested in all translations and languages related-activities
- Able to work in a team or individually according to job requirements
- Enthusiastic, able to adopt the new environment and grasp work quickly.
- Excellent computer and internet skills
- Excellent interpersonal skills
- Extensive experience with quality control procedures in translation agency environment

References

References and certificates will be furnished upon request.