

C.V.

Seiam Hammad

Native Arabic

Translator and Localizer

With 15 Years' Experience

Based in

Dubai



**Personal Details**

Name		Seiam Youssef Abdul Muhssen Hammad	
Address	Line 1	302 Al-Sheikh Building	10, Alkods Street
	Line 2	Abo Zar Alghafary Street	Abo Badawei
City		Dubai	Beiala
County/District		Dubai	Kafr Elsheikh
Postal Code		66250	33726
Country		United Arab Emirates	Egypt
Phone		00971505585606	0020473630560
Mobile		00971525140682	00201026359777
Email		<a href="mailto:seiamyousef@yahoo.com">seiamyousef@yahoo.com</a> , <a href="mailto:seiamtrans@gmail.com">seiamtrans@gmail.com</a>	

<b>Qualifications</b>	Highest Degree	BA Degree in English Literature and Translation
	Graduation Year	2000
	Estimation	Good
	Faculty	Al Alsun Faculty
	University	Ain Shams University, Cairo, Egypt.

<b>Native Language</b>	Arabic
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<b>Language Combinations</b>	<b>From</b>	<b>Into</b>
	English	Arabic
	Arabic	English

<b>Work History</b>	<div>➡ 2001-2005: Working as a translator and interpreter in Saudi Arabia. During this phase I attended, translate and interpret business meetings in China, Korea, Singapore, Thailand and Malaysia.</div> <div>➡ 2005-2008: working for ALL Localization and Translation Services</div> <div>➡ 2008-2011: Moved to ALLLOCTRANS OFFICE in QATAR.</div> <div>➡ 2011 – 2012: Working Aramedical Translation in Dubai, UAE.</div> <div>➡ 2012 till early 2015: Working for Gulf Translations in Dubai, UAE.</div>
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<b>Services Provided</b>	<b><u>Translation</u></b>	<p>Translation into Arabic and English of Commercial Leaflets &amp; Books, Sales Brochures, Legal Documents, Contracts, Certificates, Technical Manuals, Computer Manuals, Training Guides, Handouts, Local Authority Literature, Film Scripts and Packaging Materials.</p> <p>Other general subjects are considered upon inspection of text.</p> <p>A database of specific terms is kept for each particular company to ensure consistency in all follow up translations.</p>
	<b><u>Localization</u></b>	<p>Localization of Computer Software, Menu Strings and Internet home Pages. Accepts files as HTML, Word for Windows, RTF, TEXT or in other common word processing and DTP software.</p> <p>I have excellent command of commonly used localization tools such as: Microsoft Office suite, Adobe FrameMaker, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Macromedia Fireworks, QuarkXpress, Paint Shop Pro, Macromedia Flash, Macromedia Dreamweaver, Adobe GoLive, Microsoft Help Workshop, SQL server, Oracle, Apache, Trados Workbench, SDLX, Déjà Vu..etc.</p> <p>I can work with software and localization technologies and file types such as: Java, J# , Perl, Python, PHP, HTML, XML, .swf, .fla , .asp, .aspx, .cgi, .cfm, CMS...etc.</p>
	<b><u>Editing &amp; Proofreading</u></b>	<p>Excellent command of proofreading and editing all types of translations.</p> <p>When the material at hand is of a highly specialized nature, I hire another specialist in that subject matter to help me with the project to ensure that the final material is totally correct and error free.</p> <p>I can carry out editing and proofreading in any file formats or any CAT tools; Doc Files, XLS, PPT, TTX, XML, INX, PHP, HTML, Trados, Loco Studio, SDLX, Déjà Vu, Wordfast, Catalyst, Robo Help, Helium...etc.</p>
	<b><u>Transcription</u></b>	Trabscribing and translating video tapes, audio and video clips

## Fields of Specialty

I have been offering translation, localization and proofreading services in a wide range of sectors and industries. Below is a detailed list of the main sectors and industries that I can handle and deliver excellent quality outputs:

### Finance, Banks, Business and Insurance:

I offer fast and accurate translation of financial and business communications into Arabic. My clients include international financial services firms, financial research companies and banks. All have come to appreciate the expertise and customer focus I bring to translation services.

With financial translation, it is essential that specialist terms are translated correctly and consistently (whether industry-specific terms or standard phrases adopted by your company). I have excellent command of financial and business terminology. I can understand the context of your financial communications and translate the connotations as effectively as the literal meaning.

I also build close working relationships with my clients from the outset and create guides and glossaries for each client. This ensures that certain words or phrases are always translated consistently within each document and from one project to the next.

### For Finance and business sector, I regularly translate:

- |                                 |  |                                     |
|---------------------------------|--|-------------------------------------|
| ➤ Accounting Policies           | ➤ Banking studies                        | ➤ Equity and bond research          |
| ➤ Forex Materials and Web Sites | ➤ Conference materials                   | ➤ Prospectuses and Results          |
| ➤ Annual Reports                | ➤ Messages to investors and shareholders | ➤ Announcements                     |
| ➤ Audit reports                 | ➤ Economic research                      | ➤ Financial Press releases          |
| ➤ Managers' Commentaries        | ➤ Mutual fund reports                    | ➤ Regulatory statements and reports |
| ➤ Banking Documents             | ➤ Employee Consultation Forums           | ➤ Financial statements              |
| ➤ Meeting minutes               | ➤ Performance Updates                    |                                     |

### My regular clients in finance and business sectors include:

- |                                       |                             |                                    |
|---------------------------------------|-----------------------------|------------------------------------|
| ➤ UAE Banks and Financial Authorities | ➤ and Financial Authorities | ➤ QNB                              |
| ➤ UK Banks and Financial Authorities  | ➤ IMF                       | ➤ MoneyGram                        |
| ➤ USA Banks and Financial Authorities | ➤ World Bank                | ➤ Western Union                    |
| ➤ European Union Banks                | ➤ Mutual Funds              | ➤ EasyForex and many other clients |
|                                       | ➤ HSBC                      |                                    |
|                                       | ➤ Royal Bank of Scotland    |                                    |

### IT and Telecommunications:

I have translated thousands of documents, applications and content objects for numerous information technology, telecom, electronics, software and hardware companies.

### I have been translating and localizing materials in IT and Telecommunications sectors that include:

- |  |  |   |
|--|--|---|
| ➤ Telecommunication systems            | ➤ Troubleshooting guides                 | ➤ Graphics and CAD                      |
| ➤ eLearning materials                  | ➤ Web sites                              | ➤ Patent documents                      |
| ➤ User manuals                         | ➤ Messaging and security software        | ➤ Hardware devices and embedded systems |
| ➤ Technical specifications             | ➤ Installation manuals                   | ➤ Product manuals                       |
| ➤ Product specifications               | ➤ ERP systems                            | ➤ Contracts and more                    |
| ➤ Support systems                      | ➤ Desktop & Server Software applications |   |
| ➤ Networking and system administration |  |   |

I understand the precision, adherence to deadlines and risk management requirements of information technology and telecom translations. I also have the robust resources necessary to ensure that your translations are technically precise, while also culturally sensitive and relevant.

**Below is a short list of my regular clients in IT and telecommunication sectors:**

- |                  |              |                 |
|------------------|--------------|-----------------|
| ➤ Cisco Systems  | ➤ IBM        | ➤ HTC           |
| ➤ Novell Systems | ➤ JVC        | ➤ Vodafone      |
| ➤ Thales         | ➤ Panasonic  | ➤ Etisalat      |
| ➤ Huawei         | ➤ Toshiba    | ➤ Mobily - Zain |
| ➤ Siemens        | ➤ Samsung    | ➤ Orange        |
| ➤ MS             | ➤ Nikon      | ➤ ...etc.       |
| ➤ HP –           | ➤ Olympus    |                 |
|                  | ➤ Electrolux |                 |

**Public Relations and Marketing:**

I have been providing Translation and editing services to the public relations industry for over a decade. Understanding the meaning and cultural impact of your message is paramount to a successful campaign, and I know that to do this well requires not only accurate translations, but also a native understanding of the target audience. Everything I do with your project is geared toward communicating your message with respect for the market and cultural environment.

I can work with your team to ensure your brand message is being communicated exactly as it is intended, regardless of where it is being seen.

**My expertise includes translating and editing:**

- |                                |   |                                   |
|--------------------------------|---|-----------------------------------|
| ➤ Press release translation    | ➤ Internal communication and HR materials | ➤ Keywords translation            |
| ➤ Magazine Translation         | ➤ Transcription of media interviews       | ➤ Marketing materials translation |
| ➤ Media clips translation      | ➤ Interpreters for media interviews       | ➤ Copy writing and transcreation  |
| ➤ Corporate brochures          | ➤ Tagline translation                     | ➤ and much more...                |
| ➤ Financial report translation |   |                                   |

**Technical and Industrial:**

I have provided comprehensive industrial and manufacturing translation services for a great number of clients worldwide. The materials we handle include:

- |                               |                          |                                  |
|-------------------------------|--------------------------|----------------------------------|
| ➤ Dealer portals              | ➤ Operating instructions | ➤ Technical manuals              |
| ➤ eLearning                   | ➤ Patents                | ➤ Training manuals and Materials |
| ➤ Health and safety documents | ➤ Product catalogs       | ➤ Web sites                      |
| ➤ Installation manuals        | ➤ Product packaging      | ➤ Sales tools and guides         |
| ➤ Marketing materials         | ➤ Product specifications |                                  |
| ➤ Online help                 | ➤ Support documentation  |                                  |
|                               | ➤ Technical documents    |                                  |

**Automotive:**

I have very long and extensive experience in Automotive translation. I have translated thousands of documents for a wide range of automotive products including trucks, trains, cars, motorcycle, agricultural vehicles, maintenance vehicles, heavy equipments, construction and public transportation vehicles and more.

I understand the precision, adherence to deadlines and risk management requirements of automotive industry. I have all necessary skills and resources that enable me to ensure that your translations are technically precise, while also culturally sensitive and relevant.

**The materials I handle include:**

- |                       |                                 |                          |
|-----------------------|---------------------------------|--------------------------|
| ➤ User manuals        | ➤ Reseller and Leasing programs | ➤ Catalogs               |
| ➤ Service bulletins   | ➤ Training manuals              | ➤ Parts list and catalog |
| ➤ Web sites           | ➤ Online help                   | ➤ Dealer portals         |
| ➤ Product data sheets | ➤ Software applications         | ➤ Service manuals        |
| ➤ Product packaging   | ➤ Marketing materials           |                          |
| ➤ Safety materials    |                                 |                          |

**My regular clients in Automotive field include:**

- |                 |                   |               |
|-----------------|-------------------|---------------|
| ➤ Toyota        | ➤ Fiat            | ➤ Dubai Metro |
| ➤ Nissan        | ➤ Rolls Royce     | ➤ Caterpillar |
| ➤ Mercedes Benz | ➤ Bentley         | ➤ RTA         |
| ➤ Ford          | ➤ Ferrari         | ➤ And Others. |
| ➤ Alfa Romeo    | ➤ EMD Locomotives |               |

**Energy, Gas and Oil:**

Translating, editing and proofreading various materials for ADNOC group companies including:

- |  |   |   |
|--|---|---|
| ➤ ADNOC  | ➤ ADCO (Abu Dhabi Company for Onshore Oil Operations) | ➤ ADMA-OPCO (Abu Dhabi Marine Operations Company) |
| ➤ ADGAS (Abu Dhabi Gas Liquefaction Company Ltd) | ➤ NDC (National Drilling Company)                     | ➤ GASCO   |
| ➤ ZADCO  |   |   |

Translating, editing and proofreading various materials for other oil and gas companies, including but not limited to:

- |          |           |                  |
|----------|-----------|------------------|
| ➤ Shell  | ➤ BP      | ➤ Dolphin Energy |
| ➤ Aramco | ➤ Chevron | ➤ FERTILE        |
| ➤        |           |                  |

**Legal Translation:**

Legal translation is one of the main translation sectors I specialize in. I have very long, extensive and unmatched experience in legal translation. My clients include international law firms, corporate legal departments and Ministries of Justice to whom I provide expert legal translation services.

In order to meet the often tight deadlines demanded by the industry, I have a professional team of legal translators and proofreaders who work together closely to get a tight deadline job done so quickly without compromising quality or violating our clients' confidentiality

**I routinely translate legal materials such as:**

- |  |                                  |                                 |
|--|----------------------------------|---------------------------------|
| ➤ Affidavits                             | ➤ Insurance claims               | ➤ Agreements                    |
| ➤ Licenses translation                   | ➤ Patent and Trademark filings   | ➤ Legal Correspondence          |
| ➤ Financial Legal Services               | ➤ Company by-laws                | ➤ Tax                           |
| ➤ Litigation                             | ➤ Real Estate Litigation         | ➤ Court and Witness transcripts |
| ➤ Arbitration translation                | ➤ Confidentiality Agreements     | ➤ Terms and Conditions          |
| ➤ Articles of Association                | ➤ International Trade Litigation | ➤ Depositions                   |
| ➤ Government Contracts                   | ➤ Registration documents         | ➤ License Agreements            |
| ➤ Immigration documents                  | ➤ Contracts and                  | ➤ Trademarks                    |
| ➤ Birth, marriage and death certificates |                                  |                                 |

Ministries of Justice and Government bodies in UAE, KSA, Qatar and Kuwait are some of my main and regular clients in legal field. England and Wales Courts, USA States courts, European Union, UN Organizations, International law firms and insurance companies are also listed here as some of my regular clients.

**Life Science, Medicine and Pharmaceuticals:**

I have very long experience and great skills translating and localizing life science and medical content. To make sure of the accuracy of my work, I hire 2 professional linguists who have full scientific background and specialize in life science and medical translation. They have medical and pharmaceutical degrees and many years of hands-on experience. They edit my work before final delivery to make sure that it is accurate and industry specific.

**I translate and localize various content types from any of the below listed sectors and related industries:**

- |                |                         |                           |
|----------------|-------------------------|---------------------------|
| ➤ Life Science | ➤ Pharmacy and          | ➤ Accessories             |
| ➤ Medicine     | ➤ Pharmaceuticals       | ➤ Scientific and Clinical |
| ➤ Hospital     | ➤ Cosmetics             | ➤ Research                |
| ➤ Healthcare   | ➤ Medical Equipment and |                           |

If you need cost-efficient, accurate and professional Life Science and Medical Translation and Localization Services, feel free to contact me.

**I have carried out translation, localization and editing projects for clients below:**

- |                         |                         |                          |
|-------------------------|-------------------------|--------------------------|
| ➤ GE, Bayer             | ➤ Qatar, Lush Cosmetics | ➤ Johnson's              |
| ➤ Pfizer                | ➤ Schwarzkopf           | ➤ Clinphone              |
| ➤ Roche                 | ➤ L'Oreal               | ➤ And many other clients |
| ➤ Gambro                | ➤ Nivea                 | ➤ in healthcare and      |
| ➤ A-dec                 | ➤ Avon                  | ➤ medical field.         |
| ➤ Dubai Healthcare City | ➤ Dove                  |                          |
| ➤ Hamad Medical City    | ➤ Head and Shoulder     |                          |

**Travel, Leisure and Hospitality:**

I have extensive travel and hospitality industry knowledge and provide highly professional translation services to a broad range of companies including travel agents, tour operators, hotels, airlines, tourism boards, cruise lines, car rental companies, and more.

**I routinely provide travel and hospitality translations on a wide range of materials, including:**

- |                           |                           |                    |
|---------------------------|---------------------------|--------------------|
| ➤ Brochures               | ➤ Travel agreements       | ➤ Travel Insurance |
| ➤ Travel articles         | ➤ Maps and directions     | ➤ Policies         |
| ➤ Restaurant menus        | ➤ Marketing materials     | ➤ Tour guides      |
| ➤ Web sites               | ➤ Rental contracts        | ➤ Museum guides    |
| ➤ Customer communications | ➤ Destination guides      | ➤ Reviews and      |
| ➤ Travel newsletters      | ➤ Travel packages         | ➤ Testimonials     |
| ➤ Travel itineraries      | ➤ Accommodation contracts |                    |

**My regular clients in this field include:**

- |               |                |               |
|---------------|----------------|---------------|
| ➤ IHG         | ➤ Holiday Inn  | ➤ Lufthansa   |
| ➤ Crown Plaza | ➤ Fly Emirates | ➤ And others. |
| ➤ Sheraton    | ➤ Air France   |               |
| ➤ Fraser      | ➤ Air Berlin   |               |

**Translation CAT Tools I use:**

- |                   |               |                      |
|-------------------|---------------|----------------------|
| ➤ MemoQ           | ➤ Across      | ➤ Helium             |
| ➤ Trados          | ➤ Déjà vu     | ➤ Idiom World Server |
| ➤ TagEditor       | ➤ Wordfast    | ➤ Others             |
| ➤ SDL Studio 2009 | ➤ Loco Studio | ➤ Ready to learn new |
| ➤ 2011 and 2014   | ➤ Catalyst    | ➤ tools              |
| ➤ MultiTerm       | ➤ Robo Help   |                      |

**For my daily output, please check the following table:**

- Non Technical Translation: 3000 – 4000 words per day
- Technical Translation: 2000 – 2500 words per day
- Proofreading: 3000 – 5000 words per day

