

# Mahmoud Ghanem

Translator & Proofreader

## Personal Info

### Address

19 Hassounah Annawawi St.  
Amman  
Jordan

### Phone

+962788827971

### E-mail

myg\_1989@yahoo.com

### Date of birth

1989-07-21

### LinkedIn

www.linkedin.com/in/Mahmoud-Ghanem-

### Marital status

Married

## Skills

CAT tools

Advanced knowledge in computer assisted translation tools, specifically MemoQ

MS Office

Excellent knowledge in using MS Office package

Attention to details

GCC Context

Familiarity with GCC context, especially government authorities

Team Management

Managing teams of translators from different countries

Quick translation turnaround

Ability to translate around 1k words\hour

Work under pressure

Polyglot fully qualified translator and highly motivated proofreader with a demonstrated history in the field of translation and with demonstrated ability to manage workload and meet deadlines. Dealt with many high profile clients all over the world. Translated and proofread +15 million words.

## Experience

2018-12 -  
present

### Quality Assurance Manager, Translator and Proofreader

*ArabEasy*

Responsible for handling clients' translation requests and ensure delivering a high quality translation all the time.

Managing teams working on Mckinsey, EY and KPMG projects, as well as other clients.

Providing guidance to translators, as well as managing teams of translators around the world.

Relocated to India and participated in improving the current process and practices of the company

2018-09 -  
2018-11

### Translator & Proofreader

*ZADD*

Translating and proofreading different kinds of documents for various clients.

2014-04 -  
present

### Freelance Translator & Proofreader

*OneHourTranslation*

Translated and proofread +1.3 million words for various companies around the globe.

Completed +5.5k projects with 0 rejected projects.

2013-07 -  
present

### Freelance Translator

*Gengo Inc.*

Translated different material for different customers from all over the word.

Completed 14k projects, and more than 209k words.

2015-06 -  
2015-10

### Customer Service Executive

*Aramex International, GSO Amman*

Responsible for handling queries and resolve customers issues to their satisfaction.

## Education

2011-09 -  
2014-07

### Zarqa Private University, Jordan

B.A English Language and Literature

GPA 85.3%, rating Excellent

## Languages

Arabic

Advanced - Mother Toungue

English



Advanced

Russian



Intermediate