

# Mohammad J

## Arabic Language Specialist

A Professional English < > Arabic Linguist with over 9 million words translated in various domains over the past nine years, providing a wide range of services like Translation, Editing, Proofreading, Subtitling, Transcription, Content Creation and Management, Copywriting, PEMT, Revision, Cultural Consultancy, Linguistic Consultancy and Project Management & Team Coordination.



✉ mj.777@outlook.com

📍 Dubai, United Arab Emirates

in linkedin.com/in/mohammad-j-8742b810g

📞 +971554974452

🌐 www.proz.com/translator/2162648

📧 mj.wrabal

## WORK EXPERIENCE

### Arabic Language Specialist

Booking.com

01/2020 - Present

Dubai, United Arab Emirates

Achievements/Tasks

- Professionally dealt with various types of texts, including but not limited to **User Interfaces, Product and Service Descriptions, Legal Material, Promotional Campaigns, New Program Launches, Industry Specific Content** and **Company Specialized Content**.
- Deepened my knowledge and expertise in **localization, translation, proofreading, revision and transcreation**, maintaining an average quality score of **99.2%** with two quality scores being **100%** by far.
- Participated in the creation of **language guidelines and style manuals** for new projects/collaborations/initiatives, addressing the main linguistic/cultural/tone of voice-related issues.
- Flagged content that could be inappropriate to some end-users, dealing with such on a per-case approach, **mainly focusing** on the translation containing the necessary material to make an informed decision, yet at the same time **respectful of the clients background** while **connecting to them on a personal cultural level**.
- Prioritized adapting to/maintaining the **brand's tone of voice (TOV)**, while remaining faithful to the source provided; finding **creative workarounds for terms, expressions and sentences that flow differently in Arabic**, while **keeping the customer in mind**, in terms of clarity and culture, and hence helping provide **more of a seamless experience**.
- Employed my **deep knowledge of the Arabic language** and my **long standing experience in creating grammatically correct appealing content** in my **day-to-day tasks**; making '**enhancing the Arabic version of the website**' one of my main objectives.
- Gained a deeper knowledge of **Machine Translation Module Assessment**.
- Embraced the company's unique culture of **Feedback**; giving and receiving feedback to/from team members and superiors on regular basis, enriching my **Feedback-related skills** and **approach**.
- Actively engaged with **Stakeholders and Copy-Owners** on daily basis to accurately meet their exact needs, whether in terms of **Market Specifications, Product-specific terminology, Language-based Rules and Preferences, Cultural Norms, Preferred TOV** or in terms of **Translation and Localization-related approaches**.

## FIELDS OF EXPERTISE

Media (TV and Movie)

Tourism

Literature

Politics

Medicine

Gaming (Mobile and Console)

Law

NGO-related material

Business

Education and Training

Religion

Books and Publications

Union-Work

Food, Health and Fitness

Journalism

Marketing and Advertisement

Website & App localization

Humanities

## LANGUAGES

Arabic



English



Swedish



## PUBLICATIONS

Translation

البيضاء "لساتوشي ناكاموتو مترجمة باللغة العربية"

Satoshi Nakamoto

Tey El-Rjula

January 10th 2016

The first Arabic version of 'The Satoshi White Paper'

## CERTIFICATES

International English Language Testing System (IELTS) (07/2020)

8 out of 9

## WORK EXPERIENCE

### English <> Arabic Specialist

50+ Companies and Agencies and Over 300 End Clients

03/2012 - Present

Please check both my LinkedIn account and Proz Profile linked above for a more detailed view of my experience and for client Feedback and Ratings

Achievements/Tasks

- Mastered the Translation and Localization of various types of content, ranging from formal specialties like **Law, NGO-related material and Business** to the creative specialties like **Media, Journalism, Literature, Travel, Education and Gaming**.
- Successfully submitted **9 million translated/transcreated/written words+** since the beginning of my career with an approval rate of **99.5%**.
- Professionally delivered first layer translations that had **an average 0.009% error ratio** (including typos and preferential edits).
- Lead language teams in the process of acquiring long-term collaborations with multiple high-profile end clients in the following sectors: **Aviation, Marketing, Media, Gaming, I.T, Humanities and Travel**.
- Was in charge of **editing, revising** and performing **LSO** (Language sign-off) in multiple companies and for various end-clients, due to my expertise in the field, high quality scores and great attention to detail.
- Helped, in collaboration with project managers and clients' in-house teams, develop the '**TOV**' **tone of voice** for many **global brands**, relying on my **thorough knowledge of the Arabic Market & Audience** and my **firm grasp of MSA [Modern Standard Arabic]** in terms of **Grammar, Fluency, Punctuation, Style, Cultural Norms** and **Region-Specific Terminology**.
- **Professionally** handled **external feedback forms** sent by end clients and their linguistic teams, providing **solid arguments** behind my team's choice of content, while keeping an **open mind in regards of changes desired**; making sure new instructions reached throughout discussion/feedback sessions are implemented in **all following content batches and upcoming cycles**.
- Provided **Cultural Consultancy** to a wide range of clients based on my **vast knowledge of the Arab World, the Culture** and **what might offend certain audiences**, setting up procedures to tackle sensitive content, along with **efficient detection and reporting systems** in order not to affect any **workflow** or the compromise **delivery deadlines**.
- Provided **constructive internal feedback**, highlighting **issues that are slowing the work process, frequent errors** made by **editors, copywriters** and **translators** (whether in terms of **grammar, punctuation** or **style**), along with the **ways to fix such** based on my **firm understanding of English & MSA, grammar** and my **long-standing experience of the tone to use while handling material targeting the MENA region**.

Contact: Former Project Manager at Lingo24 - [flavia.scutaru@gmail.com](mailto:flavia.scutaru@gmail.com)

## SKILLS

-  Extensive research skills
-  Thrives under pressure
-  Excellent time management
-  Great attention to detail
-  Creative problem solving
-  In-depth knowledge of the Translation and Localization industry and The MENA Region
-  Exceptional Communication Skills
-  Highly Adaptive to Constantly Changing Environments and Processes
-  Extensive Vocabulary in Various Domains and Fields
-  Strong Command of English, Arabic and Multiple Variations & Dialects thereof.
-  Conflict Resolution and Management Skills

## VOLUNTEER EXPERIENCE

### English <> Arabic Translator and Proofreader.

Translators Without Borders

01/2015 - Present

Tasks/Achievements

- Supported NGOs include: American Red Cross, CARE USA, INEE - Inter-agency Network For Education In Emergencies, War Child R&D Department, World Health Organization (WHO) and Ireland Says Welcome.
- **Fifty Thousand Words Donated.**

## EDUCATION

### BA in Arts / English to Arabic and Arabic to English Translation

Tishreen University

### BA in Business Administration - Economics and Business Management

Tishreen University

## REFERENCES

Zahra Haraoui/Former team coordinator at ITS Translations

[zahra.haraoui@gmail.com](mailto:zahra.haraoui@gmail.com) - +49 163 4569359

Flavia Scutaru/Former project manager at Lingo24

[flavia.scutaru@gmail.com](mailto:flavia.scutaru@gmail.com) - +40 769 247 722

## WORK EXPERIENCE

### English <> Arabic Translator, Proofreader and Editor Ideal Integrated Developed Engineering Services

01/2017 - 02/2020

Achievements/Tasks

- Successfully Delivered and Finalized **Over 1 million words translated from and into English** in the "**Union/Trade Union/International Organization/NGO**" Sector with a **success rate of 99%** when it comes to **quality, deadlines, consistency, accuracy and style**.
- Professionally handled a **wide rang of material**, varying from **Announcements, Petitions, Social Media Posts, Internal and External Plans to Be Deployed, Meeting & Conference Summaries** and **Outcomes, Union Publications, Campaign-Related Material, External Reviews** and **Independent Studies**.
- Professionally Managed **Urgent Requests (Rush-Orders)**, delivering **top quality translations within the given deadlines** and **time-frames** for the material to be announced or employed **urgently**.
- Revised (English **to and from Arabic**) translations provided by **other team members** and/or **external vendors** to ensure that the **tone of voice** is maintained and the **vocabulary** used is consistent with organizations' terminology.
- Participated in the creation of **term-bases, translation memories** and **glossary** to be adhered to by **the Arabic team** and **external vendors**, in order to align the terminology, Style and 'TOV' in various collaborations, relying on **data** from **organizations' internal researches**;keeping in mind that the language needs to be understood across a wide spectrum of Arabic speakers with different dialects.

## TOOLS AND SOFTWARE

SDL Trados Studio 2011, 2014, 2015 and 2017

Memsources

MateCat

XTM

Microsoft Office Suite

Subtitle Workshop

Multiple In-House Built Tools for localization, Transcription and Subtitling