

Arabic English Translator

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Personal Preface

A qualified professional English - Arabic translator with excellent communication and interpersonal skills. A leader of multi-language team. Hard-working, positive and very much a team player with leadership responsibilities. Seeking a fast-paced development in a top-notch professional business environment.

Team Leader Roles/Responsibilities

- Manage the entire life-cycle of multiple translation projects in a fast-paced environment.
- Coordinate all the project stages and efficiently predict the lifespan of all the phases of the project.
- Establish and maintain excellent relationships with internal/external translators and proof-readers.
- Monitor and control projects status.
- Perform quality checks at various stages of project progress to ensure quality and accuracy (in terms of translation, proofreading and editing).
- Complied with the regulations and policies of the employer/company.

Education

BA in Translation, English Department, Cairo University

Egypt 2014

Courses and Certificates

- AUC General Courses, American University in Cairo. Egypt 2014
- Egyptian Translators & Linguistics Association Training Course for Arabic Proofreading Skills. Egypt 2017

Employment History

January 2015 - Present: Translator/Reviewer at Arlation Co, Cairo, Egypt.

- Revising junior translators' works.
- Liaising with clients to discuss any unclear points.
- Translation of legal, commercial and medical documents, letters and agreements from Arabic to English and vice versa.
- Reviewing and proofreading.
- face-to-face interpreting

2014- 2015: Assistant Translator at AIS (Arabic Integrated Service) Cairo, Egypt.

- Entrusted with the translation of various documents of different areas such as legal and commercial translations.
- Supported the translation team on several translation projects at the same time
- Accommodated ad hoc translation work while observing the deadlines of other projects.
- Performed proofreading checks of documents before submittal of the same to clients.

2012- 2014: Freelance Translator

Computer Skills

- Proficiency with MS Office – Word, Excel, PowerPoint.
- *Proficiency with CAT tools (SDL Trados Studio).*

Translation Qualifications and Achievements

- Daily Capacity 2.5K.
 - Participated as a proof-reader in a huge volume translation project relating to Amazon website products in marketing/fashion fields.
 - Assigned to produce the Arabic version for Value.fm website.
 - Translated user manuals, product-brochures and fashion e-commerce marketing websites.
 - Translated several tasks in the Renewable Energy field.
 - Translate legal reports, certificates, criminal records, driver licenses, Articles of Association, contracts, agreements, technical texts and tables of amounts, and many more.
 - Translated joint ventures, shareholders and franchise agreements.
 - Translated military projects for the Royal Saudi Land Forces (KSA).
 - Translated military/police projects for the Qatari Internal Security Force (Lekhwiya).
 - Translated (technical and military) vehicles and equipment manuals.
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I assume myself as the best to handle diverse and large-volume tasks, as I have the adequate ability and experience that enable me to deliver any assigned task with at most desired quality and this is why I can be a great asset to your organisation.