

# MR Mohammed Bellet

## Personal info

Date of birth: 07/03/1980  
Nationality: Moroccan  
Address: route ain chkef, 7 lot lahlou, appt 3, Fes 30000, Morocco  
Phone number: +212 661683267  
Email address: belletmohammed@gmail.com  
Hourly Rate: 20 euro per hour  
Rate: From 0.05 euro per source word



## Profile

A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language.  
Well mannered, articulate & fully aware of diversity & multicultural issues.  
Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.

## Work experience & Duties

### Work experience

Working freelance for different translation agencies in Morocco since 2014 providing a translation and interpretation service to clients where needed.  
Some of my experiences Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

### Duties

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from a foreign language to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Revising more junior translators' translations.
- Conducting face-to-face interpreting.
- Telephone interpreting.
- Excellent English speaking and writing skills.

## Education

Sidi Mohamed Ben Abdellah Fes Morocco	english studies Master of Language, Communication and Society	07/2017 – 07/2019
Amideast Rabat Morocco	TOEFL TOEFL (Test of English as a Foreign Language)	02/2012 – 01/2012

# KEY SKILLS AND COMPETENCIES

## Softwares

Familiar with translation software tools.  
Highly skilled in Word, Excel and Microsoft Outlook.



## Professional

Able to work to tight deadlines.  
Able to prioritize work.  
Willing to travel and able to work under pressure.



## Soft skills

Excellent communication and social skills.  
English  
Arabic  
French



Full

Native

Professional