

Ahmed Abdel Ghaffar Mohamed
Senior Translator/ Proofreader
Certified by UAE Ministry of Justice
Arabic \leftrightarrow English
+ 0971 050 15 464 28 / +2 01555592535
[**Aghtranslator88@gmail.com**](mailto:Aghtranslator88@gmail.com)

Personal summary

A multi-skilled, reliable & talented Certified Legal Translator **with more than eight-year experience**, and proven ability to translate texts in different fields, including medical, marketing, promotional, Legal, Financial, IP, and technical fields from English into Arabic and vice versa. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues.

Would like to work as a translator for a successful and ambitious organization that offers great opportunities for career development and progression.

Academic Qualifications

- **B.A, Faculty of Languages and Translation, Al- Azhar University. (Graduation Year: 2011)**
- **Medical Translation Course, Arab School of Translation (AST)**
- **Foundation Certificate in Translation, American University in Cairo (AUC)**
- **Career Certificate in Legal Translation, American University in Cairo (AUC)**
- **Scientific Translation Training Course in National Centre for Translation (NCT)**

Area of experiences

- Translation and proofreading of Medical, IP, Technical, marketing, promotional, financial, audit, and legal texts.

Working experience

1- Certified Senior Translator/ Proofreader at Mada Translation Services. (March 2018 till now)

Duties:

- Translating and proofreading different types of texts such as medical, technical, marketing, promotional financial, audit, IP and legal texts from Arabic to English and vice versa.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer- specific style guides.
- Researching legal & technical phraseology to ensure the correct translation is used.
- Proofreading junior translators' translations.

2- Translator / Interpreter at Rabdan Academy -Abu Dhabi Police (Temporary Project) (January 2018 till March 2018)

Duties:

- Translating and proofreading different types of training course materials (including leadership and soft and hard skills courses) related to police field.
- Interpreting in training classes for Abu Dhabi Police Officers.

3-Senior Translator/Proofreader at Communication Legal Translation, Dubai, UAE (from August 2016 till now)

Duties:

- Translating and proofreading different types of texts such as medical, technical, marketing, promotional financial, audit, IP and legal texts from Arabic to English and vice versa.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer- specific style guides.
- Researching legal & technical phraseology to ensure the correct translation is used.
- Proofreading junior translators' translations.

4-Translator/Proofreader at Atlas Legal Translation, Dubai, UAE (from July 2012 till August 2016)

Duties:

- Translating different types of texts such as Financial, Audit, IP, legal, technical and medical texts from Arabic to English and vice versa.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer- specific style guides.
- Researching legal & technical phraseology to ensure the correct translation is used.
- Managing a group of freelancers.
- Proofreading junior translators' translations.
- Dealing directly with clients, and negotiating price and deadlines.

5-Translator at Transarabia Certified Translation and Training, Egypt. (Branch of Atlas Legal Translation in UAE) (form February 2012 till June 2012)

Duties:

- Translating different types of documents, issued in UAE.
- Reviewing and proofreading mother-tongue text.
- Revising junior translators' translations.

6-Translator at Thoth Translation & Arabization in Egypt for about 2 months after graduation.

Duties:

- Translating different types of documents including books.
- Strong knowledge of CAT tools, such as SDL TRADOS.
- Able to fluently speak Arabic & English.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Able to work under pressure.

Key Skills & Competencies

Personal Skills

Personal Data

Name : AHMED ABDEL GHAFAR MOHAMED
Date of Birth : 04/08/1988
Nationality : Egyptian
Email ID : Aghtranslator88@gmail.com