

PERSONAL INFORMATION

Moath Al-Nadeem

📍 Asqoula St., Gaza, Palestine, 00970 Gaza (Palestinian Territories)

☎ +972594483831

✉ mathalnadeem94@gmail.com

💬 Skype Moath Al-Nadeem

Sex Male | Date of birth 05/01/1994 | Nationality Palestinian (Palestinian Territories)

JOB APPLIED FOR

Arabic-English Translator

WORK EXPERIENCE

13/12/2017–Present

Online Freelance Translator

Online

- Translating texts and articles from English to Arabic and vice versa.
- Editing, revising, and proofreading texts to be sent to the clients.
- Transcription and subtitling of films and videos.
- Using Computer Aided Translation Tools "CAT Tools" to give the best translation.
- Dealing with various clients and agencies.
- Using suitable translation types with each field of translation.
- Formatting the translated project to be delivered to clients.

02/09/2012–Present

Arabic-English Translator

Islamic University of Gaza "IUG", Gaza (Palestinian Territories)

- Translating texts from English to Arabic and vice versa.
- Formatting the documents to match the source one.
- Editing and revising translated documents for clients.
- Proofreading the files to give the final version of translation.
- Interpreting for colleagues and learners.
- Revising the texts to give a perfect translation.

01/01/2010–Present

Tutor of English

Self-employed, Gaza (Palestinian Territories)

- Teaching low achievers to learn the basics of English.
- Helping to improve the students English-speaking skills.
- Facilitating language skills for learners.
- Reinforcing the weak points within the students.
- Creating activities and games to encourage English learning.
- Tutored adults to improve conversational English.

05/11/2016–05/12/2016

Accountant

Palestinian Production Bank, Gaza (Palestinian Territories)

- Decrease time to value and facilitate faster, more confident decisions using roll-based workspaces with embedded analytics

- Adapt to changing business requirements by tailoring chart of accounts, dimensions, and rules
- Provide checks and balances using process automation, encumbrance, budget planning, budget control, and three-way matching
- Efficiently track values and reduce reporting errors by automatically managing capitalized assets
- Meet public sector requirements for encumbrance and budgeting
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

EDUCATION AND TRAINING

01/09/2012–Present

B.Sc. in Economics and Politics

EQF level 4

Islamic University Of Gaza "IUG", Gaza (Palestinian Territories)

General

- Studies in the Holy Quran, Studies in Hadith, Palestinian Studies, Studies in the Islamic faith and English.

occupational

- Macroeconomics, Mathematics for Business, money and banks, Diplomatic and consular systems, Political Theory, Political development, Computer and Data Analysis and Principles of Statistics.

01/09/2011–20/06/2012

High school certificate "Tawjehe"

EQF level 2

Shohadaa-Al-Zaytoun High School, Gaza (Palestinian Territories)

General

- Arabic, English, Arts and Crafts, Islamic Education, IT, Physical Education, and Economics.

Humanitarian Steam

- History, Geography, Contemporary Issues, Economics and Scientific Culture.

PERSONAL SKILLS

Mother tongue(s)

Arabic

Other language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Speaking English fluently .
- Interpreting complex texts into easily readable material.
- Speaking in front of large groups.
- Excellent written and verbal communication skills gained through my experience as teacher.
- Excellent presentation gained during my BA
- Excellent presentation and negotiation skills
- Speaking in public, to groups, or via electronic media
- High communication skills gained throughout my experience in this field.
- Professional empowerment and advocacy skills.

- Natural tendency to learn and teach English.
- Fluent speaker.
- Excellent reader and writer.

Organisational / managerial skills

- Organised and prioritized personal schedule
- Focus oriented.
- Time management.
- Successfully working to match strict deadlines.
- Time management.
- Hardworking.
- Ability to work under pressure.
- Analytical skills gained through my work as ..
- Ability to cooperate and work within a team, as well as work individually.
- Combine patience, determination, and persistence to troubleshoot client issues.
- Dynamic, results-oriented problem solver.

Job-related skills

- Ability to work under pressure
- Interpreting and translating any text of any kind from Arabic to English and vice versa
- Using various methods and techniques of translation.
- Knowledge of computer and media
- Language proficiency
- Fact-checking and proofreading
- Ability to transfer style, tone and cultural elements accurately from one language to another.
- Being non-judgmental and remain neutral.
- Ability to adhere to deadlines
- Keeping files, personal details and any other sensitive material confidential and safe.
- Communicate perfectly with clients and agencies.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

- Professional user of Microsoft Office.
- Touch typing speed 62 word per minute.
 - Good command of photo editing.
 - Converting file formats.
 - Branding myself.

ADDITIONAL INFORMATION

CAT Tools

- Kilgray MemoQ 2014 R2
- SDL Trados Studio 2014 SP2
- WordFast

DTP Tools

- Adobe Illustrator CC 2014 ME
- Adobe Photoshop CC 2014 ME
- Foxit Phantom PDF Business v7.1.5.0425

References

- References are available upon request.