



MOHAMED MAHER

A Professional
English ⇄ Arabic
Translator

Contact Information

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- Mohamed Maher
- Mohamed Maher
- Cairo, Egypt

PROFILE

Competent, dedicated and highly knowledgeable Translator with over 7 years of experience in translating interactions for clients, attending audio/video calls for smooth interactions, and reviewing business agreements. Expertise in using translation tools to provide efficiency and ability to handle multiple clients simultaneously with the team. Adept in maintaining strong work relations using exceptional soft skills.

LANGUAGES

ARABIC	Mother Language
ENGLISH	Fluent
FRENCH	Good

WORK EXPERIENCE

15 - 01 - 2016

15 - 04 - 2019

Cairo, Egypt

➤ **ARABIC AGAIN FOR TRANSLATION** TRANSLATOR

- Check original texts or confer with authors to ensure that translations retain the content, meaning, and feeling of the original material.
- Read written materials such as legal documents, scientific works, or news reports, and rewrite material into another language.
- Listen to speakers' statements in order to determine meanings and to prepare translations, using electronic listening systems as necessary.
- Compile terminology and information to be used in translations, including technical terms such as those for (legal , medical , ... etc) material.
- Discuss translation requirements with clients.
- Refer to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.
- Follow ethical codes that protect the confidentiality of information.
- Adapt software and accompanying technical documents to another language and culture.

10 - 04 - 2012

10 - 12 - 2015

Cairo, Egypt

➤ **ALFARIQ FOR TRANSLATION** TRANSLATOR

- Reads through or listens to material in one language, ascertains understanding of the meaning and context of that material, and converts it into a second language, making sure to preserve the original meaning.
- Provides clients with quotes based on project length and level of complexity.
- Follows up with clients to ensure satisfaction and understanding.
- Uses highly specialised translation software to encourage efficiency and consistency.
- Refers to online translation tools for additional assistance with translation.
- Translates online, video, and television media by providing subtitles.

SOFTWARE

- **SDL Trados**
- **Memo Q**
- **Word**
- **Excel**
- **PowerPoint**
- **Photoshop**
- **Illustrator**
- **After Effect**
- **Adobe premier**
- **Final cut**
- **Communication tools**
- **Email Management**
- **Information Management**
- **Data Entry**

30 - 03 - 2012

15 - 05 - 2011

Cairo, Egypt

➤ ALFALOGA FOR TOURISM

TRAVEL AGENT



ORGANIZATIONAL SKILLS

- Tell clients about what their trip will be like, including giving details on required documents, such as passports or visas.
- Book reservations for travel, hotels, rental cars, and special events, such as tours and excursions.
- Book reservations for travel, hotels, rental cars, and special events, such as tours and excursions.
- Determine customers' needs and preferences, such as schedules and costs.
- Arrange travel for business and vacation customers.
- Plan and arrange tour packages, excursions, and day trips.
- Find fare and schedule information.
- Calculate total travel costs.
- Give advice about local weather conditions, customs, and attractions.

- Time Management
- keeping deadlines
- Attention to detail
- Flexibility
- Creative thinking
- Productivity
- Analyzing Issues
- Collaboration
- Goal Setting



QUALIFICATIONS

- Translated over than 2,500,000 words during my work in translation in various fields (medicine, civil - engineering, tourism, business administration).
- Ability to commit to delivery of work on deadline.
- The ability to absorb and understand the subject of translation.
- Search and consult with experts and business friends if needed and take the best views after a customer review.
- Keep information in secure.



EDUCATION

- Bachelor of commerce University Of Zagazig (2008 : 2011)
- Double major in accounting and management (English Section)
- International Computer Driving Licence (August 2008)
- English Courses at Institute of Languages for the Armed Forces .

HOBBIES AND INTERESTS

- Reading : I like to read novels and my best Novelists are (William Shakespeare , Mostafa Mahmoud , Alaa Alaswany).
- Cinema : Shawshank redemption , the wolf of the wall street .
- Horsing, swimming, shooting, CrossFit, music, travel.