

PERSONAL INFORMATION

Nael Alshibrawi



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💬 Skype Nael Alshibrawi

Sex Male | Date of birth 24/06/1996 | Nationality Palestinian (Autonomous Palestinian Territories)

JOB APPLIED FOR

Arabic-English Translator

WORK EXPERIENCE

06/06/2018–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.

25/08/2015–Present

Arabic-English Translator

Gaza (Autonomous 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..

11/02/2015–Present

Jeweller

Al-Shibrawi Jewelry Shop, Gaza (Autonomous Palestinian Territories)

- Greeting customers as they arrive at the store / counter and ask them how they would like to be assisted
- Listening to customers' requirements closely and provide them with information on available pieces and sets
- Showing customers their desired pieces and provide information such as setting types, stones and cuts
- Providing customers with information on prices and any associated discounts or deals
- Assisting customers in making decisions to buy jewelry pieces

25/08/2011–06/06/2013

Tutor of English

self-employed, Gaza (Autonomous Palestinian Territories)

- Teaching low achievers to learn the basics of English.
- Preparing remedial and revision materials for students.
- Training learners for final and midterm exams.

- Facilitating language skills for pupils.
- Using various methods and techniques of teaching English.

EDUCATION AND TRAINING

06/09/2017–08/11/2017

Maintenance of Mobile Phones

Riyada Center for Training and Development, Gaza (Autonomous Palestinian Territories)

- Designing maintenance strategies, procedures and methods.
- Carrying out routine scheduled maintenance work and responding to equipment faults.
- Ensuring there is continuous cover of the machinery and equipment in case of breakdowns.
- Fitting new parts and making sure equipment is working correctly.
- Dealing with emergencies, unplanned problems and repairs.

25/08/2013–06/06/2014

High School

EQF level 3

Nizar-Rayyan High School, Gaza (Autonomous Palestinian Territories)

General

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

Humanitarian Steam

- History, Geography, Contemporary Issues and Scientific Culture

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Arabic-English translator	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](#)

Communications skills

- Speaking English fluently gained through my study at university.
- 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 75 word per minute.
- Good command of photo editing.
- Converting file formats.
- Branding myself

ADDITIONAL INFORMATION

CAT Tools

- KilgrayMemoQ2015R2
- SDL Trados Studio 2017 SP1
- WordFast Pro

DTP Tools

- Adobe Illustrator CC 2017
- Adobe Photoshop CC 2015
- Foxit PhantomPDF Business 9.0.0.29935

References

- References are available upon request.