# **Curriculum Vitae**

# **Mohammed**

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#### **PERSONALS**

Name : Mohammed Daffalla Ahmed Jameel

Gender : Male
Marital Status : Married
Birth date : 22-08-1989

#### **EDUCATION**

 Bachelor Degree of English Language – Faculty of Languages – University of Bahri

#### **COURSES ATTENDED:**

- Public Relations Management Professional Training Center 2019
- Translation Basics M3aarf Platform Certified No. 7256271667 Mar. 2022
- Legal Translation M3aarf Platform Certified No. 7256274439 Mar. 2022
- Drafting Legal Contracts M3aarf Platform Certified No. 7256273361 June 2022.

#### LANGUAGE SKILLS

• **English**: Excellent (Reading – Writing – Speaking).

• Arabic : Native.

#### COMPUTER SKILLS

- Excellent User of Internet.
- Excellent User of MS Office Package.
- · Good User of SDL TRADOS.

### PERSONAL QUALITIES

- Excellent effective communication skills.
- Excellent emotional intelligence.
- Effective teamwork element. Ability to work within teamwork Ability to work under stress.

#### WORK EXPERIENCE

- Typist Molhima Services Center from 22-03-2010 up to 22-3-2015
- Translator Molhima Services Center from 01-5-2014 up to 01-05-2018
- Freelance Translator from 03-06-2018 till now

#### Volunteer

- WORLD WIDE STORIES project for children
- Translators Without Borders TWB

### **Previous Projects:**

- Contracts and Arrangements for QATAR EMIRY MARINES FORCES (35,000 word)
- Documents for SAUDI VISION 2030 (11,000 word)
- Abstracts for UNIVERSITY OF KHARTOUM (8,000 word)
- Contract of Events Organizing for GLOBAL EVENT MANAGEMENT CO. (9415 word)
- Distribution Agreement for CITIBANK (21500 word)
- Contract for STANDARD CHARTERED BANK (26128 word)
- Marketing Agreement for HSBC BANK (16000 word)
- Contracts, Agreements, and Bills for many Omani Companies (150000)
- Various documents

"Your Honor, I believe that my skills qualify me to be an ideal candidate for the current available position in your team.

I will follow up with you to have any test you see, In the meantime, please feel free to contact me."