Mahmoud Ahmed
EN<>AR Translator & PM

PERSONAL DETAILS

Egypt
Giza, 6th of October, Zayed City
Mob.   : +201117445616
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Mahmoud_hassan2003@hotmail.com
Nationality   : Egyptian
Military Status: Completed in 1/3/2013

ABOUT ME

Translator and Project manager, married, have one daughter.

- I have a good database of freelancers who working in "English, Arabic, Urdu, Hindi, Dari, Pashto, Farsi, French, Spanish, Chinese, German and Portuguese" also I have a very professional DTP team, who can handle any kind of DTP jobs with most of DTP tools.
- As I have a good experience in QA phase, so I can check if there are comments before sending the final version to the client (Translation or DTP).
- I also have a great voice over team, consists of best of Egyptian, Saudi and UAE voice overs.
- I have worked a lot of subtitling jobs by freelancers and on my own, using the subtitling softwares.
- Have good experience of MSA and GCC Arabic dialects.
- Good experience in GCC translation requirements (Legal or non-legal translations, transcreation).
- Also have a good experience in copywriting job (EN & AR).

EDUCATION

Alsun Institute of Tourism, Hotels & IT

- Degree: IT Bachelor
- Section: Management Information systems
- Year: 2011
- **Courses**
  - C# and C++ (100 hours)
  - Visual studio.net (140 hours)
  - SQL server.net (120 hours)
  - Digital marketing (Social media campaigns) (24 hours)

LANGUAGES

WORK EXPERIENCE

TRANSLATOR (ENGLISH <> ARABIC), Crystal-minds
06/2013-10/2015

- It was a great start of my work life, as I had a good training within suitable time, it doesn't take much time to learn how to use the CAT tools, that was due to my study background.
- I was translating from EN<>AR in most of fields.
- Also, I was the CAT tools trainer for the new trainees after a short period of time.

RESOURCE ALLOCATOR AND ENGLISH <> ARABIC TRANSLATOR, Crystal-minds
12/2014-10/2015

- This period changed my life, I gained great information and experience as I involved in managerial translation team works.
- Organizing the work cycle in the translation department, and dividing tasks between the team members.
- Organizing their work hours depending on the capacity I have.
- All of the above was beside my main job title, which is the translation.

PROJECT MANAGER, Lexicon-Trans
10/2015 – 3/2016

- As I have showed my managerial talent, as my job requirements were:
- Coordinate internal and external resources in order to put the projects in track.
- Making sure that all projects will be delivered on-time with the best quality and within the agreed budget.
- Assisting the resource in everything (Making sure that he is using the right tool, he read the instructions, have the full in information about the project.)
- Following up in suitable times in order to detect the mistakes/problems in before becoming too late.

HEAD OF PROJECT & VENDOR MANAGEMENT, Lexicon-Trans
3/2016 – 4/2019

- I worked as a Project Management Team leader for 9 months (Lexicon).
- Now I'm working as Head of project management department in our new brand (Lexicon).

Arabic	Native
English	☐ ☐ ☐ ☐ ☐

SKILLS

Management	Analysis	Allocation
Problem Solving	Very good speaker	Organizing

SENIO PROJECT MANAGER & ENGLISH <> ARABIC TRANSCRTEATOR, Langpros
4/2019 – 04/2021

- This is a very good experience, as I'm working within a team of 9 nationalities, and 7 native language speakers.
- I started with them as a translator, transcreator and project manager.
- Then moved to work as a senior project manager to handle or delegate all of the Arabic requests.
- Managing the Arabic team (PMs, VMs and translators)
- Revising most of EN<>AR translation work.
- Managing the big and new requests.
- Helping the sales team to close the deals with the new prospected clients.
- Helping the Legal department to close and translate the legal documents.
- Technical support.