

Ahmed Mekky

Senior English – Arabic Translator / Editor

Contact

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Languages

Arabic - Native
English - Fluent

Skill Highlights

- Project management
- Strong decision making
- Complex problem solving
- Communication and negotiation skills
- Team leadership skills
- Ability to prioritize work to meet deadlines
- Customer oriented

Software and CAT Tools

Windows, Android, iOS, Internet, MS Office, Google Docs, HTML, PHP, SQL, InDesign, Acrobat Reader, etc. SDL Trados, Wordfast, Memsorce, memoQ, Passolo, Déjà vu, CleverSo, etc.

References

Available upon request.

Summary

A quality-oriented translator with more than 9 years of experience handling tasks in various fields (such as legal, financial, medical, technical, marketing and many more). My career life has been mainly focused on translation with millions of words translated and edited from English into Arabic and vice versa. Due to the highest quality standards I always adhere to, most of my clients entrust me with large scale and high-profile projects. I have been using CAT tools from day one delivering top notch translation, including, among others, SDL Trados, MemoQ, Memsorce, WORDFAST, etc.

Education

Bachelor of Arts - **English Simultaneous Interpretation** - Jun 2011
Faculty of Languages and Translation, Al-Azhar University | Cairo, Egypt

Diploma – **UN & Legal Translation** - 2014
School of Continuing Education, The American University in Cairo | Cairo, Egypt

Experience

Senior Translator / Team Leader - 11/2016 to Present
Chairman Translation, Cairo

- Translated and edited documents from English into Arabic and vice versa in various fields, namely Legal, Financial, Consulting and Marketing.
- Compiled information for specific projects and clients into glossaries and terminology databases.
- Reviewed final works of the whole team to spot and correct errors in translation, grammar and punctuation.
- Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.

Senior Translator / Team Leader / Project Manager - 04/2014 to 10/2016
AllTalent Translation and Training, Cairo

- Translated and edited documents from English into Arabic and vice versa in various fields, namely Marketing, Financial, Consulting, Technical.
- Led a team of 5 translators in delivery of various types of projects with top quality, resulting in constant customer satisfaction.
- Reviewed final works of the whole team to spot and correct errors in translation, grammar and punctuation.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

Translator - 04/2012 to 03/2014
CrossWorld Translation, Cairo

- Translated and edited documents from English into Arabic and vice versa in various fields, namely Government, Marketing, Legal, Technical.

Quality is Paramount

Fields and Major Direct and Indirect Clients

Legal

Translation of various types of legal documents and memos, including expert reports, memorandums of association, power of attorneys, contracts, statements of claim, appeal, cassation and arbitration, as well as other documents and exhibits.

Clients include: Aramco, UAE Mol, Al Rowaad Advocates & Legal Consultancy, Hadeef & Partners LLC, Hassan Al Mulla Advocates And Legal Consultants, Hassan Al Reyami Advocates and Legal Consultants, Al Tamimi & Company and many more.

Financial

Translation of various types of financial documents, including IPOs, balance sheets, income statements, annual reports, audit reports, tax returns, customs declarations, Forex websites, banking facilities and many more.

Clients include: Aramco, NBD, Saudi Customs, HSBC, GAZT, Awal Bank, Central Bank of the United Arab Emirates, PricewaterhouseCoopers and many more.

Consulting

Translation of various types of consulting-related documents, including RFPs, technical and financial proposals, development plans, presentations, websites, restructuring, mergers and acquisitions and many more.

Clients include: KPMG, Booz Allen Hamilton, PricewaterhouseCoopers, McKinsey, Oliver Wyman, BuroHappold Engineering, Deloitte, JLL, Ernst & Young LLP, DFSA and many more.

Marketing, Fashion & Tourism

Translation of various types of marketing, fashion and tourism materials, including brochures, websites, event calendars, promotional materials, product releases, product catalogs and many more.

Clients include: Mamas & Papas, DFS Masters of Fragrance, The Outnet, Gucci, Visit Dubai, Louvre Abu Dhabi, Dubai Expo 2020, Swarovski, Starwood Hotels & Resorts Worldwide, Inc., Nissan, Suzuki, Chrysler, Mercedes, Tripadvisor and many more.

Medical and Pharmaceutical

Translation of various types of medical and pharmaceutical documents, including leaflets, medical reports, informed consent forms, medical trials, O&M manuals for medical devices, usage instructions for various medical and beauty products and many more.

Clients include: Avon, Addfield Incinerators, Midea, Procter & Gamble, Medcare Hospital, Saudi German Hospital and many more.

Technical

Translation of various types of technical materials, including user manuals, workspace safety instructions, technical specifications for various types of cars and devices, maintenance guidelines, user interface for various programs and devices, web development courses, websites, snagging lists for major projects with very specific technical terms and many more.

Clients include: Aramco, Crosley Turntables, Toshiba, Nissan, Addfield Incinerators, Heinz, Pepsi, CAT, various contracting companies, WyScout and many more.

Misc.

Translation of other types of materials including e-commerce, sports, UN, Government, human resources, agriculture, engineering, press, communications and many more.

Quality is Paramount