

# ISMAIL ABDO

BILINGUAL - TRANSLATOR



## PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable Translation programs.

## EDUCATION

- 4 years Diploma - Business Administration.
- Diploma - Marketing and sales management.
- Advanced English diploma ESL.
- IT diploma
- Digital marketing diploma
- Google Ads certificate.

## CONTACT

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## SKILLS

Native Arabic language Speaker, Full knowledge of colloquialisms, business vocabulary and scientific terminology,  
Experienced with several computer programs, including Microsoft Office, Ace Translator,  
Translate: Websites, mobile apps, software, subtitles, presentation, e-books.  
Extremely precise and dedicated, Comfortable with both verbal and written communication, including preparing and giving presentations.

## WORK EXPERIENCE

### Zain Telecommunication Company - Sudan 2015-2018

- Participate in continuous improvement initiatives; providing improvement ideas to processes and services,
- Provide a detailed bi-weekly reports of all translation requests and current status to direct manager.
- Manage and prioritize translation requests to meet established delivery expectations and ensure all service level agreements are met.
- Translate content from English to Arabic using our internal content management system.
- Responsible for product copy modifications, additions and deletions within a web-based content management system.
- Work collaboratively with all departments depending on demand Communicate effectively with department managers and others in the organization.

### Freelancer - Bilingual - English - Arabic Translator 2018 - 2019

- Translating technical and marketing material for leading telecommunication and IT companies using standard translation tools including TRADOS Workbench;
- Translating IT, technical, medical, commercial, scientific and literary works/ documents;
- Translating and editing user manuals and documentation;
- Localization and website translation;
- Translating and editing civil, military, official, legal and commercial documents as well as human rights materials
- Translating and editing financial and banking projects and documents
- Translating all types of official certificates issued by all ministries and governmental authorities.