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Summary of Qualifications:

- More than 11 years of expertise offering translation and proofreading services (+6,500,000 translated words), both in-person and online. Services include but are not limited to legal, financial, technical, medical, automotive, and fashion translations.
- Proficient in a variety of sectors, including law, finance, business, hospitality, education, marketing, life science, medicine, technology, the automobile industry, and fashion.
- Strong writing, thorough research, cultural awareness, attentive listening, reading comprehension, judgement, detail-orientation, adaptability, specialisation, creativity, objectivity, self-motivation, verbal and written communication, familiarity with business systems, and proficiency with computer-assisted translation (CAT) tools.
- Proficient Arabic and English language skills.
- Outstanding proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Adobe InDesign.

Employment History

Freelance Translator 2021-Present

MOTAWORD, an Online Platform for Professional Translation

- Offer translation services from English to Arabic in a wide range of industries, including legal, financial, and economic.
- Review translated documents from various sectors.

Freelance Legal Translator 2020-Present

ProZ.com, membership-based website, Online Platform

- Respond to job postings for translation.
- Offer resources and chances for networking, achieving goals, and realising potential.

Freelance Senior Translator 2016-Present

Front Line Legal Translation, Dubai - UAE

- Offer translation services in the legal, financial, and economic sectors.
- Review and double-check translation in a variety of sectors.

Senior Legal Translator and Proofreader 2014-Present

Arab Orient Legal Translation, Abu Dhabi – UAE

- Offer local and international clients services for translation, revision, proofreading, and quality assurance.
- Manage and oversee numerous translation projects to ensure that they are completed with top-notch quality.

Legal Translator 2013-2014

Cairo Legal Translation, Cairo - Egypt

- Worked on different government projects for the governments of Egypt, Dubai, Qatar, and Oman.

- Offered translation, revision, and QA services to local and international clients.

Legal Translator, Office Manager 2012-2013

Transarabia Certified Translation and Training, Cairo – Egypt

- Handled correspondence, complaints, and inquiries.
- Reviewed and monitored the translators' accomplishments.
- Managed office translation services.
- Translated legal documents, agreements, BoQs, bids and tenders for crucial accounts in Egypt and UAE.

Legal Translator 2012

Raafat Hammam Office for Legal Translation, Dokki, Giza – Egypt

- Offered translation and editing services to both domestic and foreign customers.
- Contributed to numerous important projects for the government of Egypt and numerous other national and foreign clients.

Education

Bachelor's Degree in Languages for Interpreting and Translation 2007 – 2011

Faculty of Languages and Translation, English Department, Al-Azhar University, Cairo, Egypt

High School Diploma 2006

Dyarb Negm Institute for Secondary School, Dyarb Negm, Sharkia - Egypt

Professional Training

Cultural General, Communication, Networking, Advocacy, Leadership and International Development Skills Workshops and Conference:

Summer University - Freedom Tribune, Atlas Foundation in partnership with the Quito Institute in Washington, DC, and the Friedrich Naumann Foundation for Freedom

Al Hammamet, Tunis 2015

Arab Media Forum, Kuwait Information Ministry, Kuwait 2014

General Translation Course 2010

MITSCO for Training and Translation, Cairo – Egypt

Interpersonal Communication Skills Workshop 2010

American University, Cairo – Egypt

Effective Negotiation and Communication Skills Workshop 2009

Head of English Department, Al-Azhar University, Cairo – Egypt