

Abdulhameed Nayef

A professional English<>Arabic translator & Digital Media Marketing Specialist

Yemen

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+967 777 011 086

Offers over 3 years Digital Media Marketing progressive advancement ,as well as many years of English<>Arabic translations, use OmegaT, Across, smartcat, MemoQ, mrmsource, Wordfast Anywhere ,SL Trados CAT tools , export/import contract administration and management, streamlining business processes and managing multiple projects (from initiation to close-out) including supply chain and logistics, stakeholder expectations management , ensure good buyer-seller working relationship and on time delivery and within budget. Possesses a strong international business sense, supply chain and logistics management, excellent English<>Arabic verbal and written communications; interpersonal, negotiations , customer service and relationship building skills.

Willing to relocate: Anywhere

Work Experience

DIGITAL MARKETING& SALES SPECIALIST

Consultancy Office For Translations & Marketing, Yemen

2017 to Present

- Create and implement digital marketing campaigns that engage, inform and motivate across different social media platforms such as (LinkedIn, Facebook, Instagram, Twitter, Google, YouTube)
- Analyze marketing data (campaign results, conversion rates, traffic etc.) against goals (ROI and KPIs) to help shape future marketing strategies
- Write product copy for collateral materials, website, English/Arabic website localization and translations.
- Develop engaging online content for search engine optimization.
- Work with marketing, sales & customer support teams to leverage core product marketing content towards other needs, as required.
- Remain up-to-date with the latest digital media trends and technology

English Arabic translator & Contracts Administrator

Public Telecommunications Corporation

August 2001 to Present

- Prepare, review, draft, edit, proofread, translate ,interpret ,and negotiate contractual terms and conditions for import contracts for Corporate-Wide-IT projects , ensuring compliance.
- Develop Tender/ Bidding Documents, RFPs and RFQs, Scope/Statement of Work..
- Manage the Pre-award, Award, Post-Award , and contract risks , including managing stakeholder expectations and collaborating with all concerned departments (Legal, Finance, Technical, Logistics & Supply Chain)
- Develop and enforce all policies and procedures, ensuring compliance
- Establish contract management plans; measure and monitor commercial /technical performance and provide regular reporting.
- Maintain good buyer-seller working relationship for the sound implementation of contracts

- Maintain an organized system of file and data management.

Freelance English Arabic Translator

Consultancy Office For Translations & Marketing

Present

- Translate, edit and proofread content from English to Arabic and vice versa, use OmegaT, Across, smartcat, MemoQ, mrmsource, Wordfast Anywhere ,SL Trados CAT tools.
- Provide written translations, and review translation performed by others
- Apply cultural knowledge to produce a meaningful translation of the original message.
- Convert ideas in the source language to equivalent ideas in the target language.
- Use translation tools /software and other programs (i.e Word processing, desktop publishing, work flow management) to streamline the translation process
- Manage and prioritize translation requests to meet established delivery expectations
- Communicate effectively with clients and update them about the progress of the work.
- Make product copy modifications, additions, and deletions within web-based content management system, as required by clients.
- Accurately record daily working time through use of Timesheet program.

English<> Arabic Translator, Editor and Proofreader

Datecon (German Consultants firm) 6 months /2010

- Translate, edit and proofread all types of documents, using OmegaT, Across, smartcat, MemoQ CAT tools . for a complete reshuffling and restructuring project implemented for a major IT Corporation in Yemen

Education

On-job training Courses (since 2001) in Business management courses and Microsoft Office Suite

General Telecommunications Institute - Sana'a

Present

Associate in Arts (AA) in English

Sana'a university - Sana'a

2018 to 2020

Bachelor of Arts, English Language in English

Taiz University - Taiz

1996 to 2000

Skills

- Customer service
- Organizational skills
- Microsoft Office
- Communication skills
- Administrative experience
- Leadership

- Microsoft Outlook
- Event Planning
- Recruiting
- Bilingual
- Digital Marketing
- Google Analytics
- WordPress
- Search Engine Optimization (SEO)
- Google AdWords
- Email Marketing
- SEM
- Social Media Management
- Marketing Automation
- Blogging
- Content Management
- Content Creation
- B2B Sales
- Public Relations
- Analytics
- Branding
- Copywriting
- User Experience (UX)
- SEO Tools
- PPC Campaign Management
- Facebook Advertising
- Content Management Systems
- Keyword Research
- English Arabic Translation (10+ years)
- Content Development
- Analysis skills
- Customer support
- Content Marketing
- Proofreading
- E-Commerce
- Business Development
- Web Development
- Web Design
- Salesforce
- Events Management
- MailChimp

Languages

- Arabic - Fluent
- English - Expert

Assessments

Written communication — Highly Proficient

October 2021

Best practices for writing, including grammar, style, clarity and brevity

Full results: [Highly Proficient](#)

Organizational Skills — Proficient

October 2020

Applying rules to arrange and order files or records.

Full results: [Proficient](#)

Verbal communication — Proficient

December 2020

Speaking clearly, correctly and concisely.

Full results: [Proficient](#)

Working with MS Word Documents (Basic) — Proficient

October 2020

Understanding basic word processing functions.

Full results: [Proficient](#)

High school classroom management — Proficient

November 2020

Minimizing classroom disruption and engaging students

Full results: [Proficient](#)

Written communication (advanced) — Proficient

June 2021

Advanced application of best practices for writing, including grammar, style, clarity, and brevity

Full results: [Proficient](#)

Written communication — Highly Proficient

January 2022

Best practices for writing, including grammar, style, clarity and brevity

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.