

# Omar KHELIFA

**E-mail:** omar.khelifa@g.enp.edu.dz

**Phone Number:** +213 672 557 697 (Whatsapp)

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*I am, and have always been, an admirer of languages—the power of rendering words alive, beautiful and scenic. I am well-versed in both English and Arabic, with a good level in French (C1). I have an intensive attention to details, I enjoy spotting language mistakes, translating, and writing.*

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## PROFESSIONAL EXPERIENCE

- **Translator (Arabic-English):** Translating Fatwas (Islamic verdicts) from standard Arabic to formal English. This job also included translating parts from the [Holy] **Quran** and Hadith.

[www.ferkous.com](http://www.ferkous.com) ((August 2018–August 2019))

- **Freelance Translator**—Arabic-to-English, English-to-Arabic, French-to-English, French-to-Arabic, English-to-Kabyle: Scientific and technical articles (Engineering, technology, computer science, economy, marketing, management, history, etc.) Rates start from

(March 2019–Present)

- **Workshop Trainer:** How to Publish a Research Paper: giving insight to PhD students and researchers on how to enhance their writing skills to reach a level that is necessary for journal publication.

*El Oued, ALGERIA*

- **Freelance English Proofreader:** Spotting and correcting grammar mistakes, improving the writing style. Mostly worked on scientific and technical papers. Also provided Paraphrasing services.

(March 2019–Present)

- **Freelance Arabic Proofreader:** Correcting Arabic texts, rectifying common errors, improving the style.

(March 2019–Present)

- **Private School Teacher:** Arabic Teacher / **Part-time: School's Translator:** Translating texts (Emails to parents, Facebook posts, etc.) from English to Arabic.

*Employer: Eurl Alligan Algeria, Alligan School, Algiers, ALGERIA (September 2019–June 2020)*

- **Marketing and Communication Manager**

*GoldenBranch Dates, El Oued, ALGERIA (March 2019–May 2020)*

- **Chess Coach:** Includes writing chess material and lessons in French.

*École de Jeu d'Échecs Racym, Mohammadia, Algiers, ALGERIA (January 2018–Present)*

## EDUCATION AND DIPLOMAS

- **ECOLE NATIONALE POLYTECHNIQUE: Engineer and Master** in Materials Science and Engineering

*Algiers, ALGERIA (2015–2020)*

**Dissertation:** Application of the Design of Experiments in the Gas Nitriding of Steels.

- **SAP Young Professional Program**

- **Business Process Integration with / Activate Project Manager**

- **Empower 2.0, Public Speaking and Communication (Mindfulness), Internal Sales Overview, Design Thinking, and Interview Techniques & Skills Training.**

*ALGERIA (November 2020–January 2021)*

## TRAININGS

- **UK Teaching Methods**

*British International School program, Trainer: Dr. Rose Stockwell, British Institute of English, Algiers, ALGERIA (March–June 2019)*

- **Project Management-MS Project**

*Trainer: BELOUZ Youcef, March the 06<sup>th</sup> 2018, ECOLE NATIONALE SUPERIEURE d'INFORMATIQUE, Algiers, ALGERIA*

- **Organizing Events**

*February the 10<sup>th</sup> 2018, ECOLE NATIONALE POLYTECHNIQUE, Algiers, ALGERIA*

## LANGUAGES

- **ARABIC:** Native language; **ENGLISH:** Fluent; **FRENCH:** Very good (C1 – TCF) ;

## SOFT SKILLS

- Responsibility, time management, attention to details, and leadership.

## COMPUTER SKILLS

- Microsoft Word, Excel, PowerPoint, MS Project, Adobe Illustrator, C, Matlab, Python, ImageJ, Design of Experiments.

## HOBBIES

- Organizing and participating in chess tournaments, reading and writing, Arabic poetry;
- Physical fitness and traveling;

## OTHERS

- Passport, Driving License.