

# ABDULRAHMAN SAMY MUHAMMED



## Professional Summary

Young and highly motivated professional translator, interpreter and export & import specialist, willing to grow and to increase my experience in the field of Exportation, Importation and International Trade.

- I have a good knowledge in the field of importation/ exportation, as i worked in the B2B company for facilitating so many deals and shipments in the MENA Region and Africa.
- Ready to adapt to any work environment. Highly skilled in translating complex technical, financial, legal and scientific material.
- Strong ability to use active listening and interpersonal communication skills to provide quick, accurate and concurrent translation and interpretation services.
- Fluent in Arabic and excellent in English with knowledge of cultural and regional variations.
- Excellent, resourceful and effective communicator.
- Have the ability to read and write in English as well as in Arabic.

## PERSONAL

- Name**  
Abdulrahman Samy Muhammed
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## INTERESTS

- Reading... Reading and then Reading.
- Volunteer Work / Community Involvement.
- Mentoring.
- Strategic Games.
- Tech Hobbies.
- High Risk Pursuits.
- Artificial Intelligence.
- Mindfulness.
- Exploring other cultures.
- Languages.
- Football.
- Table Tennis.

## LANGUAGES

- Arabic ★★★★★
- English ★★★☆☆



## WORK EXPERIENCE

- May 2019 - Present **Import/ Export Facilitator.**  
B2B Company - Connect to World, Cairo
  - My role is that it is me who collect the businesses' data from all over the world - through my own ways - that is needed for direct contact with them, as it is me who conduct phone and online calls with them to offer them the products and services of our clients and arrange the whole process for them.
  - I have a passion for this great field, as i had a number of courses in it, and from my position in the company i gained a considerable experience in facilitating the international trade processes.
- May 2019 - Present **Head of Translation and Interpretation Department.**  
B2B Company - Connect to World, Cairo
  - I work in the B2B Company as the head of this department, and i am the responsible for the quality and formality of every translated or interpreted text or conversation - as our company mainly deals with high-level delegations, importers and exporters -.
- Jul 2019 - Present **Head of Data Collection and Analysis Department.**  
B2B Company - Connect to World, Cairo
  - I always had a passion for data and the right ways of collecting it, and after i proved myself in the B2B Company, the General Manager decided to entrust me with this Department.
- Sep 2016 - Present **Freelancer translator, interpreter and proofreader.**  
Freelancer, Sydney, Australia  
Freelancer, is a very well-known virtual / online translation and other services website.
- Oct 2016 - Present **Freelancer translator, interpreter and proofreader.**  
Upwork, Santa Clara, California, United States
  - Upwork, is a very well-known virtual / online translation and other services website.
- Jul 2018 - Present **Freelancer translator, interpreter and proofreader.**  
Fiverr, Palestine
  - Fiverr, is a very well-known virtual / online translation and other services website.
- Mar 2019 - Present **Freelancer translator, interpreter and proofreader.**  
Mostaql - Khamsat, London, UK
  - Mostaql - Khamsat, are very well-known virtual / online translation and



## EDUCATION AND QUALIFICATIONS



Sep 2014 - Sep 2019

### **Bachelor's Degree in Simultaneous and Consecutive Interpretation, as well as Written Translation.**

**Al Azhar University, Cairo**

- I graduated from the Faculty of Languages and Translation, Dept. of Simultaneous Interpretation, Al Azhar University, Cairo, Egypt.
- I achieved the first rank among my Department over the five academic years.
- I successfully graduated magna cum laude.



## COURSES



Sep 2019 - Oct 2019

### **International Trade and Import/Export Course.**

**E3mel Business Academy**

Course Outline Introduction:

- Understanding my position as an import-export agent and as a business operator as well as how much you can earn.
- Starting in Importing and Exporting.
- Knowing the do's and don'ts of importing and exporting.
- Doing market research, and planning businesses.
- Sourcing Products and Sellers.
- Learning about customs and buying and selling over the internet.
- Testing market potential, and find products to import.
- The Agency Agreement.
- Finding information regarding commissions, exclusive territory, contracts, and promotions.
- How to Find Buyers.
- Tips on selling and entering markets.
- The Difference between an Agent and a Merchant.
- Being familiar with payment methods and exporting process.
- Advertising – Learning how to write effective advertisements and press releases.
- Laws and Regulations – Being aware of importation permits and other restrictions imposed.
- Documentation – being able to identify and prepare documents required when importing and exporting goods.
- Career Prospects.



Mar 2018 - Dec 2018

### **A course on Business English and International Relations.**

**Al Azhar University**

- Course Objectives
  1. Determine whether the objectives of this Specialization align with my learning goals.
  2. Evaluate my current level of proficiency in business English communication .
  3. Present relevant information about myself in a discussion forum.
  4. Develop my networking skills.
  5. Write short emails with appropriate formatting.
  6. Recognize and produce formal and informal language in emails.
  7. Develop vocabulary related to jobs and companies.
- Also In this course, i learnt to analyze rapidly changing global trends, their effects on consumer and labor markets, financial systems, and geopolitical relationships among countries all over the world. Also, the Professor/ Jamal Al Tahhan has designed this course to help us

understand the magnitude of influence these trends have on the business world and society. Through real-world case studies, both historical and contemporary, i examined how changes within one society affect others. By the end of this course, i gained the tools to be able to identify, analyze, and adapt to global changes as they affect our businesses and societies.

Sep 2014 - Dec 2014

### **Phonetics Course.**

**Al Azhar University**

- It focuses on the sound systems of two model accents of English (Received Pronunciation and General American), including intonation patterns as well as consonants and vowels. In addition, it introduces the topics of accent variation, sound change and international variants of English. The course gives an overview of basic concepts and terminology within phonetics and phonology, combined with practical exercises.

Mar 2015 - May 2015

### **Linguistics Course.**

**Al Azhar University**

Our Al Azhar Linguistics course is a flexible program that aims to explore the breadth and the depth of linguistics.

- It builds on the widest range of teaching and research expertise, covering all aspects of theoretical and descriptive linguistics, including:
  1. phonetics.
  2. phonology.
  3. morphology.
  4. syntax.
  5. semantics.
  6. pragmatics.
  7. discourse and conversation analysis.
  8. typology.
  9. historical linguistics.
  10. sociolinguistics.
  11. cognitive linguistics and psycholinguistics.
  12. computational and corpus linguistics.
  13. field linguistics.
  14. the documentation and description of endangered languages.

Sep 2015 - May 2016

### **A course on Written Translation from Arabic into English and vice versa.**

**Al Azhar University**

- In this course, i went through:
  1. An overview of translation concepts and techniques.
  2. Hands-on training in the translation from Arabic to English of documents from a wide range of fields.
  3. Subject-specific knowledge and terminology required to work competently in today's translation environment.
  4. Critical editing and proofreading skills.
  5. A portfolio of your own Arabic to English translations.
  6. Confidence in your ability to handle translation assignments with speed and improved fluency.
  7. Best practices of the translation industry and multilingual business resources.

Jul 2019 - Sep 2019

### **A course on linkedin Ads.**

**E3mel Business Academy**

This LinkedIn advertising Course is all about:

#### **Section 1:**

- LinkedIn Ads Essentials.
- Designing the perfect ad.
- Designing the perfect inMail.
- Finding, Creating & Posting Content.

#### **Section 2:**

- Campaign Manager Basics.
- Conversion Tracking.

- Sponsored Content.
- Lead Generation Forms.
- Sponsored Text Ads.
- Sponsored inMails.

Sep 2016 - Dec 2016

### **A course on At-sight Translation.**

**Al Azhar University**

- The importance of this course lies in the fact that sight translation itself is found at the crossroads of the two main branches: translation and interpreting. Joining the starting point of one with the end-product of the other, sight translation requires the types of knowledge and skills required in both branches. Receiving enough training in sight translation made me able to raise competence in written translation on the one hand, and pave the way for embarking on interpreting classes and exercises, on the other hand.

Mar 2017 - May 2017

### **A course on Consecutive Interpreting.**

**Al Azhar University**

**Course description :**This course introduces students of translation to the fundamental techniques of consecutive interpreting. It is based on bilingual activities and tasks to enhance students' interpreting skills. I was trained on how to do dichotic listening and note-taking, plus extensive exercises.

Course objectives:

- To identify different strategies of consecutive interpreting.
- To understand the process of note-taking.
- To evaluate different consecutive interpreting processes To summarize a source text efficiently.

Sep 2017 - Dec 2017

### **A course on Bilateral Simultaneous Interpreting.**

**Al Azhar University**

- This course aims to prepare students for the intensive training before the immersion program, introducing various modes of interlingual interpreting, including liaison, consecutive interpreting, simultaneous interpreting, and public service interpreting. I acquired basic interpreting skills as well as academic knowledge of interpretation studies.
- Topics to be covered include:
  1. Theories of interpretation.
  2. The code of conduct.
  3. The role of the interpreter.
  4. And essential skills of interpretation such as sight translation, note taking and shadowing.

Mar 2019 - May 2019

### **English for Economics.**

**Al Azhar University**

- *English for Economics* is a skills-based course designed specifically for students of economics who are about to enter English-medium tertiary level studies. It provides carefully graded practice and progressions in the key academic skills that all students need, such as listening to lectures and speaking in seminars. It also equips students with the specialist language they need to participate successfully within a economics department. Extensive listening exercises come from economics lectures, and all reading texts are taken from the same field of study. There is also a focus throughout on the key economics vocabulary that students will need.

Aug 2019 - Sep 2019

### **Business Plan Course.**

**E3mel Business Academy**

- The Business Plan Course is a study that contains the business and economic objectives of any company or project, it allows to lay the foundations of work in the short and long term. If you are looking for funding for your project or investors to participate, the business plan will

help you provide the purpose. The Business Plan Course contains the resources the employer will need, the plans and criteria for business success, as well as information about the organizer of this plan, and its importance in lies in its ability to help and guide individuals to walk and work based on the objectives set and to obtain financing and the involvement of investors, especially in the early years of the company.

May 2019 - Sep 2019

**E-mail Marketing.**

[E3mel Business Academy](#)

- In this course, I learnt **Email Marketing** from beginner level to advanced on MailChimp!

I am be able to build squeeze pages and sign up/opt in forms to grow your email lists and increase the potential customers. I am able to create hyper segmented email capture lists for more effective, targeted email marketing in the future. Also, I am able to build and design professional email campaigns that drive higher conversions and to A/B split test emails and analyze the proper data to make your next email even better.

Aug 2019 - Sep 2019

**Instagram Marketing & Advertising.**

[E3mel Business Academy](#)

This course helped me **master Instagram Ads and let me able to create my first Ad campaign.**

We all know the importance of Instagram marketing. After taking this course, i became able to **master the process of creating Instagram Ads** and get ahead of the competition. Here are the topics covered inside the course:

1. Why Instagram Ads are so important.
  2. Why people fail with Instagram Ads and **downloadable planning worksheet.**
  3. Use Facebook Ads manager to create Instagram Ads.
  4. Use Facebook power editor to create Instagram Ads.
  5. Use Instagram mobile app to launch Instagram Ads.
  6. Different tools i can use to create amazing visuals.
- This course is **NOT just theory.** It's full of hands on demos and training.



**SKILLS**

Planning	★ ★ ★ ★ ★
Organizational Skills	★ ★ ★ ★ ★
Research and Data Analysis	★ ★ ★ ★ ★
Performance Analysis	★ ★ ★ ★ ★
Customer Service	★ ★ ★ ★ ★
Familiar with overseeing multiple employees	★ ★ ★ ★ ★
Critical Thinking	★ ★ ★ ★ ★
Evaluation and decision-making capabilities	★ ★ ★ ★ ★
Ability to obtain information and process it	★ ★ ★ ★ ★
Building Effective Relationships	★ ★ ★ ★ ★
Microsoft Office Tools	★ ★ ★ ★ ★
Translation Skills	★ ★ ★ ★ ★
Great Communicator	★ ★ ★ ★ ★
Team Player	★ ★ ★ ★ ★
Public speaking	★ ★ ★ ★ ★

Reliable	★ ★ ★ ★ ★
Passion	★ ★ ★ ★ ★
Resistance to stress	★ ★ ★ ★ ★
Exceptional collaborative and interpersonal skills	★ ★ ★ ★ ★
Problem Solving	★ ★ ★ ★ ★
Ability to actively hone my skills	★ ★ ★ ★ ★



## REFERENCES

References available on request.