

C.V.



PERSONAL DATA

- Full Name : Ahmad Mahmoud Mohamad Alhosseiny
- Date of Birth : 1 January 1981.
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- Nationality : Egyptian.
- Military Status : Exempted.
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OBJECTIVES:

- Providing fast and efficient freelance translation services, delivery before deadline, always satisfying customers and offering standard competitive prices.
- Seeking a challenging position where I can be of benefit to the company and develop both my technical and interpersonal skills. Moreover, I am also seeking a job in which my qualifications and personal skills are best used and enhanced.
- Looking forward to joining a progressive organization that needs my qualifications and personal skills and offers opportunities for advancement and professional growth.

WORKING LANGUAGE PAIRS:

- English into Arabic and vice versa.

Professional fields:

- Legal Documents: Articles of Association, Memorandums of Association, Partnership Agreements, Bylaws, contracts, treaties,

human rights, patents, copyright, trademarks, taxation and customs, pleadings, bill of indictments, minutes of meetings, memoranda of understanding, power of attorney, court orders, arbitration, legal reports and correspondence.

- Financial Translation: banking documents, financial statements, feasibility studies.
- Business/Commerce.
- Website translation.
- Software localization.
- Political subjects.
- Marketing materials.
- Press releases.
- Women issues.
- Human resource literature.
- Economic business reports.
- Fashion and advertising texts.
- General documents.

EDUCATION:

- B.A in Simultaneous Interpretation, Al Azhar University in Cairo, Egypt.
- Year of Graduation: May 2005
- Grade: Very Good.

Training Courses:

- Translation courses in many fields at the American University in Cairo (AUC).
- Course in translation of pleadings and trial briefs submitted to ordinary courts and arbitral tribunals at Sabra Group
- Course in Principles of Legal Translation from & to English at Sabra Group.
- Course in Drafting and Translation of international contracts in both Arabic and English languages at Sabra Group.

EXPERIENCES:

From 9/2013 Up To Now

- ❖ Freelance Translator with different translation agencies in Gulf States (particularly in UAE and Bahrain) in various fields, particularly legal translation.

From 12/2011 to 9/2013

- ❖ Freelance Translator with Communication Legal Translation (Dubai, UAE) undertaking translation projects in various fields, particularly legal translation.

From 8/2010 to 12/2011

- ❖ Freelance Translator with Sabra Group and other translation agencies inside Egypt in various fields, particularly legal translation.

From 1/5/2009 Up To 28/8/2010

- ❖ Senior Translator and Trainer at Sabra Group.

From 01/10/2005 up to 01/05/2009

- ❖ Junior Translator at Sabra Translation Agency

LANGUAGES:

- Arabic : Mother Tongue.
- English : Very Good – Reading and Writing.
- French : Fair

COMPUTER SKILLS

- Windows (very good)
- Internet (very good)
- Office (very good)

QUALIFICATIONS SUMMARY:

- Academic background in translation.
- Diligent and detail oriented Arabic native translator having modern fluency in Arabic and English languages and the tools required for performing translation and editing work.
- Excellent command of Arabic and English.
- Editing and translating text professionally.
- Following established rules pertaining to factors such as word meaning, sentence structure, grammar, and punctuation.
- Developing and maintaining a glossary of terms for every project to be translated or edited.

- Providing detailed commentary and critique on the quality of the translations that are edited, recommendations on areas of improvement and identify risks in advance.
- Sunday through Monday availability (weekends and holidays can be arranged).

PERSONAL SKILLS

- Capable to work under pressure in a dynamic environment.
- Able to meet deadlines.
- Able to work within a group.
- Willing to learn.
- Communication skills.
- Organizing and making decisions.
- Calm and self-confident.
- Extremely flexible.

PREFERRED SOFTWARE:

- SDL Trados Studio.
- Microsoft Word.
- Microsoft Excel.
- PowerPoint.
- Adobe Acrobat.

Previous projects:

- **PURCHASE AGREEMENT, P&G.**
- Guidance note: UNCAC Self-Assessments "Going Beyond the Minimum". (English into Arabic)
- Participatory appraisal report on poverty in Basra. (Arabic into English)
- Success in 10 steps. (English into Arabic)
- The taking of Yunnan. (English into Arabic)
- Distribution agreement. (English into Arabic)
- External Communications Guidelines. (English into Arabic)
- Technical and marketing support agreement. (Arabic into English)
- USA, Contract Dispute Act. (English into Arabic)
- Cooperation agreement as amended between League of Arab States and UNDP. (Arabic into English)
- Arab human development report 2011. (English into Arabic)
- Goal 8: Develop a global partnership for development. (English into Arabic)

- Framework Agreement on Increased Cooperation between "USDA" and "FAO". (English into Arabic)
- Master Wakala Agreement for National Bank of Ras Al Khaimah (English into Arabic)
- Security Agreement (English into Arabic)
- Management Agreement, Tameer Holding Investment LLC (English into Arabic)
- Memorandum of Understanding, AL RAJ HI INVESTMENT GROUP (English into Arabic)
- Delegation of Authority Matrix (English into Arabic)