



Resume

Personal Information

Name: Abdul- Sattar Abdullah Ibrahim al- Najjar
Nationality: Egyptian
Marital Status: Married
Date of Birth: May 27/ 1982

Contact Information

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Career Objective

- A highly qualified and proficient translator in all fields related to translation from English to Arabic and Vice versa.
- Proficient Localizer seeking a challenging and professionally rewarding related position to contribute accrued expertise towards the qualitative enhancement of the organization

Education

BA of Translation and Interpretation from the Faculty of Languages & Translation, Division of Simultaneous Interpreting, English Dept., Al- Azhar University, Cairo, Egypt

Total Grade

B+ (Very Good) {1086/1300} 83.5%

Professional Experience

Egypt:

Ø Successful four-year Translation experience:

- Ø Jan 2003: March 2004 Student Translator to Al- Arabi Translation Co.
- Ø Feb 2005: Volunteer Interviewer to the 3rd Int'l Conference at Cairo's Press Syndicate
- Ø June 2005: Dec 2005 Translator as well as External Marketer to Highway Travel-Longwood Holidays (Tourist Company).
- Ø Jan 2006: Translator and localizer at Langbridge Translation Co., Egypt
- Ø Freelancer proofreader and localizer to *Translatd.net*, Italy

in the Gulf:

- Ø Feb 28/ 2007 Till now: **Translator** as well as **Int'l Marketing and Training Coordinator** at Al-khalifa Consultation & Training Center- Dubai, UAE

Fields of Specialty

Advertising, Banking and Financial, Software Localization, Child Care, Civil Engineering, Culinary Arts, Education, Engineering, Environmental Science, Finance, General, Health, Hospitality, Humanities and Humanistic Studies, Islamic Studies, Law and Legal, Medicine - Pharmacology, Optics, Patent Translation, Political Science, Psychology, Religion, Religion and Religious Studies, Science (General), Taxation

Services

Closed Captioning, Editing, Localization, Proofreading, Subtitling, Teaching, Terminology Research, Transcription, Translation, Typesetting, Voice-Over.

Rates

Rates depend on the general word count of the job, the level of difficulty; technical or non-technical, and the deadline of the job to be delivered, but it's negotiable and variable. Any way here is my rates: **English > Arabic 0.05 USD per word, Arabic > English: 0.06 USD per word.**

Daily Output

English > Arabic (4000 - 5000) Arabic > English (3500 - 4500)

Attended Training Courses (UAE)

Due to organizing the center's courses, I attended the following courses:

- Ø Consultant of Strategic Management (With Abu- Dhabi Police Dept.)
- Ø Consultant of Self- Management Strategies
- Ø Innovative Thinking
- Ø Facilitating Procedures (With Dubai Municipality)

Ø Media Negotiation	Ø Cross- Cultural Communication
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Skills

LANGUAGE:

Arabic

Mother Tongue

English:

- Ø Fluent Speaking, Excellent Writing, Reading, Translation, Editing, Proofreading, and Teaching
- Ø Excellent public speaking and presentation skills
- Ø Exceptional skills of translation and proofreading
- Ø Proficient translator in all fields related to translation

French:

- Ø Fair

INTERPERSONAL:

- Ø Collaborative and Cooperative in team work
- Ø Excellent public speaking and Presentation skills
- Ø Excellent communicator with high organizational skills
- Ø Proven reliable and able to work to deadlines
- Ø Professional attitude to service
- Ø Capable of working under pressure
- Ø Capable of going through multi- tasks function, non- complainer

COMPUTER & CAT TOOLS:

System

- Ø Excellent command of Windows XP, 98

Software

MS Word, Excel, PowerPoint, Internet

CAT TOOLS

Ø Trados (6.5 Crack tested 15Dec2003)	Ø Localization Studio
Ø SDL Trados 2006 Freelance	Ø Helium (6.0 SR1 and Catalyst)

RESEARCH:

- * Excellent research skills

BE SURE THAT:

- * You will have the most accurate translation in no time.
- * You will have your translation matched with the latest- up- to- date specific terminology.
- * You will have a value added to your work.

Translation Work Samples: (Nearly, 3,00,000 words in the field of translation and proofreading)

- (ENSCO Asia & Pacific Rim Safety Health & Environmental Handbook- September 2005)
- (Hezbollah, twenty years of resistance and victory)
- Microsoft office 2007 help files
- Security products for Allen- Vanguard Company "Special Search EOD & Tactical Equipment":
 - * BombTec™ Defender- Standard Features & Accessories
 - * Specialist CBRNE Equipment, Universal Containment Systems
 - * Protecting Tomorrow Through Innovation Today
 - * Electronic Counter Measures, Flexible Modular ECM Systems
 - * Allen-Vanguard ROVs, Remote Action Wherever Possible
 - * Specialist CBRNE Equipment, Universal Containment Systems
 - * Decontamination Solutions for CBRN Threats
- Legal documents for The General Transportation Authority of Cairo
- TRW repackaged
- Samsung remote control " BN68-00990M-X8Eng_22."
- Survey_Invite_Reminders_10Oct06
- Egyptian Birth certificates and vaccination info (the Ministry of Health)
- (LCD TV SET- USER`S MANUALSET (MODEL: 1503/1703).
- (IC INTRACOM DISTRIBUTION AGREEMENT)
- (HDI-MEA Annual Conference & Expo- The Prosperous Future)
- (The HP DeskJet D4100 Color Inkjet Printer)
- (HP Photosmart A612)
- (English Chunk Label (For HP Country reviewers)
- (Lavazza BLUE LB 1000)
- **Software Help Files:**
 - ✓ ManageDiscussionBoard_HA10099490.xml
 - ✓ EnableConfigureEmail_HA10082307.xml
 - ✓ Introduction2eMail_HA10082306.xml
 - ✓ UpgradeConsiderations_HA1007734_HA10077342.xml
 - ✓ MigrationConsiderations2_HA10096342.xml

Notes:

For any further information, inquiries, samples, tests, quotes...etc, feel free to contact me.

Best Regards

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