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## Abdelfattah Zaiet Abdelkhalik

### Arabic < > English Translator

<p><b>Objective</b></p>	<p>Freelance challenging jobs or (full time translator job) for a reputable organization where my extensive experience and enthusiasm will have application.</p>
<p><b>Professional History and Achievements</b></p>	<p style="text-align: center;"><b><u>In-House Translator</u></b></p> <p>December 2008 – to date:</p> <ul style="list-style-type: none"> <li>☒ <b><u>TopNotch - The International Bureau of Allied Translators</u></b>, Head Office at 23 Ahmed Kamel St., off Lasilky St., New Maadi, Cairo. (<a href="http://www.topnotchegypt.com">www.topnotchegypt.com</a>)</li> </ul> <p>July 2007 – November 2008:</p> <ul style="list-style-type: none"> <li>☒ <b><u>The National Service Project Organization, Ministry of Defense</u></b>, Head Office at 21 El Nasr Road, Cairo, Egypt. (<a href="http://www.queenserviceegypt.com">www.queenserviceegypt.com</a>).</li> </ul> <p>November 2006 – July 2007:</p> <ul style="list-style-type: none"> <li>☒ <b><u>El-Emam Legal Translation</u></b>, Head Office at 20 Mansheyt Elbakry, beside Ain Shams University, Roxy, Cairo, Egypt.</li> </ul> <p style="text-align: center;"><b><u>Freelance Translator</u></b></p> <ul style="list-style-type: none"> <li>☒ <b><u>TopNotch, The International Bureau of Allied Translators, EGY.</u></b></li> <li>☒ <b><u>Faculty of Languages and Translation, Al-Azhar University, EGY.</u></b></li> <li>☒ <b><u>The Royal Embassy of Saudi Arabia, EGY.</u></b></li> <li>☒ <b><u>Ideal Legal Translation, UAE.</u></b></li> <li>☒ <b><u>Communication Legal Translation, UAE.</u></b></li> <li>☒ <b><u>Al-Shahba Legal Translation, UAE.</u></b></li> <li>☒ <b><u>El-Emam Legal Translation, EGY.</u></b></li> <li>☒ <b><u>Mitsco Training and Translation, EGY.</u></b></li> </ul>

## Areas of Specialization

### **Legal translation include, but not limited to:**

- |                                 |                                |
|---------------------------------|--------------------------------|
| • Laws / Decrees / Resolutions  | • Maintenance Agreements       |
| • safeguards Agreements         | • Free trade agreements        |
| • Concession agreements         | • Employment contracts         |
| • Lease agreements              | • Non-circumvention agreements |
| • Trading agreements            | • Free trade agreements        |
| • Finance leasing contracts     | • Agency agreements            |
| • Loan agreements               | • Trust agreements             |
| • Inter-shareholder agreements  | • Freelance contracts          |
| • Judgments / Awards            | • Powers of attorney           |
| • Receipts / Warrants           | • Declarations/ affidavits     |
| • Actions/ appeals              | • Articles of association      |
| • Certificates of incorporation | • Minutes of resolution        |
| • Memos & letters               | • Divorce proceedings          |
| • Charging orders               | • Acts and statutes            |
| • Writs and summonses           | • Foreclosures                 |
| • By-Laws                       | • Commercial registers         |
| • Marriage contracts            | • All certificates             |

### **Financial, banking, and commercial translations include, but not limited to:**

- |                                 |                        |
|---------------------------------|------------------------|
| • Income statements             | • Cash flow statements |
| • Change in equity statements   | • Balance sheets       |
| • Bank letters of Guarantee     | • Insurance policies   |
| • Economics                     | • Taxation & customs   |
| • Trademarks / patents          | • Properties           |
| • Documentary letters of credit | • Bills of lading      |
| • Business proposals            | • Annual reports       |
| • Solicitations                 | • Business plans       |
| • Letters of award              | • Bills of quantities  |
| • Performance bonds             | • Letters of intent    |

**Other fields of translation include, but not limited to:**

- |                           |                         |
|---------------------------|-------------------------|
| • Marketing / advertising | • Education             |
| • Telecommunications      | • Literature            |
| • Brochures/ manuals      | • Multimedia/ internet  |
| • Websites                | • News paper            |
| • Telecommunications      | • Petroleum engineering |
| • Localization            | • Real estates          |
| • General medical         | • Transport/Shipping    |

**Minimum number of words per day: 2000**

**Maximum number of words per day: 3500**

**Education**

May 2008 to December 2008:

☒ **Professional Certificate in Written Translation, English Language:**

**Faculty:** Faculty of Continuous Education.

**University:** The American University in Cairo.

**Grade:** Excellent.

☒ **Subjects of Specialization:**

- Translation Linguistics.
- Research Tools.
- Lexicography and Terminology.
- Contrastive Analysis.
- Arabic Editing Skills.
- Arabic Grammar.

2005 to 2007:

☒ **Advanced Translation Certificate:**

**Center:** Forum Translation Center.

**Grade:** Excellent

2003 to 2007:

☒ **BA in Simultaneous Interpretation, English Language:**

**Faculty:** Faculty of Languages and Translation, English Language Dep.

**University:** Al Azhar University..

**Grade:** Good.

<p><b>Books</b></p>	<p>☒ <b><u>Reading translation books include, but not limited to:</u></b></p> <ul style="list-style-type: none"> <li>• Translation of Contract, Mahmoud Mohammed Sabra.</li> <li>• Translation of Governmental Contacts, Mahmoud Mohammed Sabra.</li> <li>• Basics of Legal Drafting, Mahmoud Mohammed Sabra.</li> <li>• Art of Translation, Mohammed Anani.</li> <li>• Course Book in Translation, Mohammed Anani.</li> <li>• Many other books in translation techniques.</li> </ul>
<p><b>Skills</b></p>	<p>☒ <b><u>Language Skills:</u></b></p> <ul style="list-style-type: none"> <li>• Arabic                      Mother tongue</li> <li>• English                      Fluent</li> </ul>
	<p>☒ <b><u>Computer Skills:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent in using MS Office applications.</li> <li>• Highly competent in using Internet research tools.</li> <li>• Cat Tools: Trados 6.</li> </ul>
	<p>☒ <b><u>Personal Skills:</u></b></p> <ul style="list-style-type: none"> <li>• A hard working and highly-organized translator who is ready to learn new skills.</li> <li>• Knowledge and understanding of key concepts in translating texts from / into English.</li> <li>• Appreciation of the range of English vocabulary, loan words and word origins.</li> <li>• Skill in discriminating between different types of words (stylish and technical registers).</li> <li>• Ability to recognize comprehend and translate idioms and fixed expressions into literal English.</li> <li>• Improved skill in using written English for a range of communicative purposes.</li> </ul>
<p><b>Personal Data</b></p>	<ul style="list-style-type: none"> <li>• <b>Date of Birth:</b> 21 May, 1984.</li> <li>• <b>Marital Status:</b> Single.</li> <li>• <b>Military Service:</b> Postponed.</li> </ul>

**References**

- **Mrs. Sherifa M. Elkerdany**, General Manager and Technical Translator, Topnotch, ([www.topnotchegypt.com](http://www.topnotchegypt.com))
- **Prof. Hassah Wagih**, Director of the English Language Dep., Al Azhar University, ([www.hassanwageih.com](http://www.hassanwageih.com))