



Dr. Mohamed Ragab Mohamed Amin

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Academic Contributions and Research

- Participated in the Fourth International Conference on Literature, Linguistics and Translation, Alsun Faculty, Ain Shams University.
- Amin, M. (2013). Present tense in Arabic and English. Middle East Research Center
- Amin, M. (2020). Past tense and its types in Arabic passive sentence Annuals of Faculty of Arts
- Amin, M. (2023). An objective quality assessment of English into Arabic translation: An analysis of interpersonal Metafunction, Textual Turnings Journal, English department, Alsun, Ain Shams University

Qualifications and Memberships

- 2021, Membership of the Arabic International Union.
- 2020, PhD, Systemic Functional Linguistics and Translation Theory, First Honored Degree, faculty of arts, Ain Shams University, Cairo, Egypt.
- 2013, Proz.com pro certificate.
- 2013, Masters, Grammatical Tenses between Arabic and English: A Contrastive Study in the Cairo Trilogy by Nagib Mahfouz and Its English Translation, excellent, faculty of arts, Ain Shams University.
- 2005, Bachelor, Arabic Language and Literature, good, Faculty of Arts, Ain Shams University.
- 2008, ICDL, version 4, UNESCO-Egypt.

Work Experience

- Jan 2016 - Present, Arabic Translator and Reviewer, Wordminds
 - Specialized in translating educational materials tailored for diverse student audiences.
 - Facilitated effective communications between educational institutions and parents.
 - Collaborated with a global team to ensure the relevance and accuracy of translated content.

- Jan 2010 - Present, English into Arabic Translator, Editor, Proofreader, and Reviewer, Cosmic Global Limited, London, England, United Kingdom
 - Specialized in marketing localization, ensuring brand messages are culturally relevant.
 - Worked on projects for major global brands, ensuring accurate and timely delivery.
 - Collaborated with marketing teams to capture the essence and intent of original content.
- Nov 2014 - Present, Accessibility Specialist, Faculty of Al-Asun "languages" Ain Shams University, Cairo, Egypt
 - Led initiatives to improve accessibility for students and faculty.
 - Collaborated with IT and academic departments to implement best practices in accessibility.
 - Trained staff and students on the importance of digital accessibility.
- Sep 2020 - Present, Senior Arabic Translator, Nagwa, Cairo, Egypt
 - Focused on translating math and science content to suit educational standards and cultural contexts.
 - Worked closely with educators and content creators to ensure translation accuracy and relevancy.
 - Participated in regular team meetings to stay updated on curriculum changes and content requirements.
- 2010: present, Online Arabic tutor, Arabic Translation and Intercultural Dialogue Association, www.atida.org.
 - Teaching courses to improve standard Arabic linguistic skills and performance of Arabic translators, editors and proofreaders, for beginner and advanced levels.
 - Teaching courses of Arabic editing and proofreading techniques with relevant Arabic grammar, reading, writing and literature lessons.
 - Writing teaching materials, designing supporting presentations, and setting assignments and examinations, from admission to final exams.
 - Assessing students and marking all activities, assignments and exams.
 - Developing teaching plans to achieve course objectives with different teaching approaches.
 - Managing virtual learning environment sessions online, in addition to forum administration.
- 2012: present, editor and proofreader.
 - Arabic proofreading for the educational materials: Management, Arab World Edition, Stephen P. Robbins et al and the My Gulf World and Me series, 6 activity books, Pearson Education UK.

- Comprehensive editing, proofreading Arabic texts and reviewing Arabic translation, throughout all publishing stages, according to author view and publisher editorial style sheet.
- Checking design, consistency of contents, illustrations and photos related to texts.
- 2011, Editor, developing educational material for Arabic as a first language (Edexcel IGCSE Arabic First Language), PEARSON EDUCATION UK.
 - Checking grammar and style and confirming that activities are appropriate, workable and fit the template as required.
 - Editing reading and comprehension sections, checking cultural information and putting answer keys for all sections.
 - Working with authors to reach their objectives and providing explanations with accompanying texts to enable them to achieve high learning standards.
 - Comprehensive editing and proofreading, throughout all publishing stages, according to Edexcel's specifications and publisher editorial style sheet.
 - Checking design, consistency of contents, illustrations and photos related to texts.
- 2011, Editor, Proofreader and Reviewer, Arabic translation of 21st Century Boys book by Sue Palmer.
 - Checking translation accuracy and consistency, editing and proofreading Arabic text.

Skills

Personal Skills:

- Writing, editing, researching, translating, transcreation, localization, project management, good team leadership, carrying out tasks as required, helping others.
- Teaching at all levels, from elementary to advanced, including preparing teaching materials, presentations and examinations with answers.
- QA and assessing other works and marking work according to any specified guidelines.
- Adapting, simplifying, summarizing and expanding information as required.
- Learning new things, identifying, reporting, analyzing and solving problems quickly and efficiently.
- Communicative, reliable, punctual, flexible, persuasive, self-motivated and good at debating.

Technology

- Working on online and offline CAT tools, including Trados, Wordfast and Memsource.
- Programming experience in Python, VB.net, HTML, CSS and some C.
- Touch typing and advanced computer skills using MS Windows and Office applications.
- Excellent E-mail and instant messaging applications knowledge.
- Virtual learning environments using Moodle, Zoom and Go to Meeting environments

Languages

- Academic, Professional and native command of written and spoken Arabic.
- Very good command of written and spoken English.
- Fair command of French.

Interests

- Integrating my experiences in Arabic, Linguistics, information technology and translation to improve local and global products and services.
- Writing, editing, proofreading and translating texts in all fields.
- Reading books in many fields, especially in technology, Arabic linguistics and literature.
- Learning new translation techniques and computer technologies.
- Browsing the internet and finding out new useful websites which improve my work.