



# Muhammad Shalabi

Team Leader, Senior Translator and Reviewer

Enthusiastic and creative translator

✉ muhamad.shalabi@gmail.com

📍 Dubai, UAE

☎ +971565251670 / +971522666851 / +21007371779

in linkedin.com/in/muhammad-shalabi-78043a59

## WORK EXPERIENCE

### Team Lead, Senior Translator and Reviewer The Boston Consulting Group (BCG) [↗](#)

03/2016 – Present

Dubai, UAE

#### Achievements/Tasks

- Oversee translation projects and requests from launch to completion. Provide timelines and detailed instructions to all parties (internal / external) to allow for completion of a given translation request or project.
- Perform resource allocation for all projects based on resource capabilities and availabilities and quality factors. Monitor the productivity & utilization of the team.
- Ensure an effective and efficient workflow with regards to the timelines, team and tasks.
- Translation requests monitoring, follow-up, and troubleshooting. Build and review translation resources like TMs, TBs and style guides.
- Translating and reviewing proposals, strategies, business plans, reorganization and re-engineering charts etc. for top-tier MENA governmental entities

### Senior Translator and Reviewer Linguisthouse Translation Company [↗](#)

07/2012 – 12/2015

Linguisthouse is a leading UAE-based provider of translation, linguistic and content services in Arabic

#### Achievements/Tasks

- Translation and transcreating Apple products including their website contents and manuals using marketing techniques and creative styling.
- Translating Financial Statements, Bank Statements, Profit and Loss Reports, Equity Researches, Balance Sheets, Annual Reports. etc.
- Translating all legal documents issued from the local/international authorities and companies

### Senior Technical and Marketing Translator Sakhr Software Company [↗](#)

07/2008 – 05/2012

Cairo, Egypt

Sakhr is a global leader in Arabic language technology.

#### Achievements/Tasks

- Translating and reviewing Electric tool manuals, Electronic home appliance, Mobile phones, Online Games, heavy Equipment manuals, car owner's Manuals, Android and iOS applications and IT website localization. Clients include, but not limited to, LG, Sony, Kaspersky, etc
- Translating proposals, business plans and consulting materials for McKinsey & Company
- Translating documents and reports for the World bank and the UN.

## CAT TOOLS

memoQ 9

SDL Trados 2019

memsource

Wordfast

LocStudio

Across

SmartCAT

## PERSONAL PROJECTS

Delivered an online course on SDL Trados 2017 [↗](#)

Delivered an online course on SDL Trados 2019 [↗](#)

Delivered an online course on memoQ [↗](#)

## EDUCATION

### B.A in Translation and Simultaneous Interpreting

Faculty of Languages and Translation, AlAzhar University, Egypt

## PROJECT MANAGEMENT SKILLS

Manage the entire life-cycle of multiple localization projects in a fast-paced environment

Coordinate all the project phases and efficiently predict the lifespan of all the stages of the project

Negotiate deadlines and rates with vendors

Perform quality checks at various stages of process to ensure quality and accuracy (proofreading, final eye...)