

**Curriculum Vitae**  
**Mohamed Saber Khallaf**  
**Certified Translator, Editor & Copywriter**  
**Saudi Arabia +966 58 2988 702**

**Languages:**

- English <> Arabic
- French <> Arabic

**Education:**

- 2003 Faculty of Languages & Translation– Al Azhar University – Cairo (Grade: Very Good with Honors)
- 2005 Two-year Diploma, Faculty of Languages & Translation - Al Azhar University – Cairo (Grade: Very Good)

**Capabilities:**

- Work under pressure
- Flexible to deadlines
- Fast response to emails
- Using CAT tools

**Key Areas of Experience:**

<u>Copywriting Experience:</u>	<u>Interpretation Experience:</u>	<u>Translation Experience:</u> <b>Sworn Translator</b>
<ul style="list-style-type: none"> <li>• Wide experience in writing Annual Reports for big banks in Gulf region</li> <li>• Copywriting, ghostwriting and editing the press releases and periodicals for many big companies and brands in all fields inside and outside Gulf Region</li> <li>• Copywriting for websites and blogs.</li> <li>• Copywriting advertising materials for world hotels;</li> <li>• Copywriting and translating for various advertising and media companies.</li> <li>• Copywriting and translating the political, cultural, human rights, international affairs issues and newsletters;</li> <li>• Copywriting and translating periodicals and monthly press releases of Oil and Gas, Real Estate, Governmental and Semi-Governmental Companies.</li> </ul>	<ul style="list-style-type: none"> <li>• From 2006 – 2009               <ul style="list-style-type: none"> <li>○ Working as interpreter for weekly/monthly one-tone meetings in the Canadian Embassy in Abu Dhabi</li> </ul> </li> <li>• Working for 3 years (2009 to beginning of 2013) as interpreter in the UAE Ministry of Defense with UK and US military officers               <ul style="list-style-type: none"> <li>○ Daily 2-way interpretations for lectures by UK/US military officers to UAE Arabic military officers;</li> <li>○ One-to-one meetings between UK/US staff and UAE officers;</li> <li>○ Weekly field training/drill Interpretations.</li> </ul> </li> </ul>	<p>A wide range of experience over a long period of work for, and cooperation, with different agencies and companies all over the world; the key areas include:</p> <ul style="list-style-type: none"> <li>• Annual Report translations</li> <li>• Legal &amp; Law</li> <li>• Financial &amp; Banking</li> <li>• Medical &amp; Pharmaceutical</li> <li>• Military &amp; Equipment</li> <li>• Technical &amp; IT</li> <li>• Healthcare</li> <li>• Sports (Football &amp; Formula I)</li> <li>• Advertising &amp; Media</li> </ul>

**CAT Tools:**

- SLDX TRADOS 2017, WordFast, MemoSource, MemoQ, LogoPort, Wordbee
- Microsoft Office Package
- ICDL License

## Detailed Translation Fields

<p><b>Legal Translations:</b></p> <ul style="list-style-type: none"> <li>• Court Resolutions</li> <li>• Reconciliation Documents</li> <li>• Articles of Association</li> <li>• Memorandums of Understanding</li> <li>• Tender Document Translations</li> <li>• Joint Venture Agreements</li> <li>• Distribution Agreements</li> <li>• Rent &amp; Lease Contracts</li> <li>• Agency Agreements</li> <li>• Building, construction and consultancy agreements and contracts</li> <li>• Policy &amp; procedures</li> <li>• Loan agreements</li> <li>• Rent contracts</li> </ul>	<p><b>Marketing Experience:</b></p> <ul style="list-style-type: none"> <li>• Translated materials for various brands in different fields.</li> <li>• Translating marketing materials for Starwood Hotels.</li> <li>• Translated hotel and marketing materials for all Shangri La hotels and Resorts over different countries of Arab world</li> <li>• Translated marketing materials for big banks in UAE and KSA including (National Commercial Bank (KSA) – Abu Dhabi National Bank (UAE) – First Gulf Bank (UAE) – Rajhi Bank (KSA))</li> <li>• Translated Automotive Marketing Brochures</li> </ul>	<p><b>Financial &amp; Banking</b></p> <ul style="list-style-type: none"> <li>• Writing &amp; translating annual and semi-annual reports, financial results, investors' reports, bank statements</li> <li>• Translating prospectus materials for big companies in the Gulf region</li> <li>• Translating Initial Public Offering (IPO) different types of documents for many banks, investment companies, insurance companies</li> <li>• Evaluation Reports</li> <li>• Islamic Banking</li> <li>• Auditors reports</li> <li>• Islamic Banking: Facility Loan Terms and Conditions</li> <li>• Corporate budgets;</li> <li>• Feasibility Studies for many big companies</li> </ul>	<p><b>Military Translations:</b></p> <ul style="list-style-type: none"> <li>• Working for three years as a full-time military field interpreter, the tasks included: <ul style="list-style-type: none"> <li>- Daily interpretation for lectures given by US and British military officers to UAE military officers</li> <li>- Translating all materials related to the training</li> <li>- Subjects covered in training: mines, explosives, demolition, gab bridging,</li> </ul> </li> <li>• Translating many projects with huge number of words for Thales Group companies</li> <li>• Translating many projects with huge number of words Cassidan Company</li> <li>• Translating many projects with huge number of words for EADS company</li> </ul>	<p><b>UN Translations:</b></p> <ul style="list-style-type: none"> <li>• AU Gender Strategy Consultations website brief</li> <li>• Mapping Matrix Gender Legal Frameworks</li> <li>• Mapping of GSI with SDGs agenda</li> <li>• GOAL SD</li> <li>• Summit GADIA GHANA CONCEPT NOTE2</li> <li>• Draft CN High Level Consultation on Maputo Protocol with OHCHR</li> <li>• Ratification Status Maputo Protocol</li> <li>• Child Protection GEMs Tip</li> <li>• Education GEMs Tip Sheet 180116</li> <li>• ER GEMs Tip Sheet 20180116</li> <li>• FSC GEMs Tip Sheet 20180117</li> <li>• GAM MP Full ABC GEMs</li> <li>• GAM Overview Final Draft</li> <li>• GAM Terminology</li> <li>• Health GEMs Tip</li> <li>• Nutrition GEMs Tip Sheet 180117</li> <li>• Protection GEMs Tip Sheet 180117</li> <li>• AADPD+5 Draft Chapter 3</li> <li>• Guide SEA and SH</li> <li>• CONCEPT NOTE ON UN YOUTH STRATEGY</li> <li>• UN Criteria for bibliographical entries</li> </ul>	<p><b>Technical Translations:</b></p> <ul style="list-style-type: none"> <li>• Electronic Vehicle Registration (EVR) (Radio Frequency Identification (RFID) System - Monitoring Vehicles for Compliance</li> <li>• Caracal Gun Brochure</li> <li>• Installed Fire Alarm System - Intruder Alarm System (Door Alarm) - Mimic Panel in Duty Officer Room</li> <li>• Embraer Executive Care - EECX Warranty (Phenom 100 - Phenom 300 - Legacy 600 - Training Solutions: Phenom Training - Maintenance Training - Training Solutions: Legacy Training - Maintenance Tracking and Planning Service - Maintenance Management Flow)</li> <li>• TANDBERG MXP Systems: Software version F1 - D13388.03 - June 2006</li> <li>• Technology in the Workplace</li> </ul>	<p><b>Tourism:</b></p> <ul style="list-style-type: none"> <li>• Hotel &amp; resorts promotions</li> <li>• Starwood Hotels and Resorts</li> <li>• Hilton Honors loyalty programme</li> <li>• Hilton Corporate Rates &amp; Package</li> <li>• Hiltonia Procedures and Policies</li> <li>• Amwaj Hotel:</li> <li>• The Ritz-Carlton, Georgetown</li> <li>• Ritz- Carlton Profile: (Privileged Location - Welcoming Destination for Guests from the Gulf Region- Magnificence and Pleasure in Every Room - An Exception Hotel for Leisure and Enjoyment)</li> </ul> <p><b>Sports (Football &amp; Formula I)</b></p> <ul style="list-style-type: none"> <li>• Football: FIFA World Cup</li> <li>• Formula I (F 1)</li> </ul>	<p><b>Medical &amp; Health Translation:</b></p> <ul style="list-style-type: none"> <li>• Translating daily assignments for World Health Organization on various subjects</li> <li>• Translating weekly patient information leaflets for world drug production companies</li> <li>• Translating monthly leaflets for world pharmaceutical companies</li> </ul> <p><b>Human Resource Translations:</b></p> <ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Organization's workforce</li> <li>• Policies and Procedures</li> <li>• Attraction, selection, training, assessment, and rewarding of employees</li> <li>• Organizational leadership and culture</li> <li>• Compliance with employment and labor laws.</li> <li>• Primary liaison with the employees' representatives</li> </ul>
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## Work History:

### July 2009 to Date Full Time Freelance Translator

#### List of Main Clients:

##### World Translation & Media Companies:

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|----------------------|-------------------------|---------------------------|--------------------------|-----------------------|
| ❖ Lionbridge         | ❖ Hogarth Worldwide     | ❖ Starwood Hotels and     | ❖ WordArt Dubai          | ❖ Benq; 3M SAFETY AND |
| ❖ SDL (previously RR | Limited                 | Resorts                   | ❖ Nokia;                 | SECURITY SOLUTIONS    |
| Donnelly)            | ❖ TransPerfect          | ❖ Back Translation Office | ❖ Quicksilvertranslate   | Company;              |
| ❖ AWS (Agency Walker | ❖ Argos Company Ltd.    | ❖ Chrysler Group LLC      | ❖ Convergent Media Group | ❖ VALCOMA HOLDING     |
| Services)            | ❖ Synergy Translation   | ❖ Audi                    | ❖ The Desjardins Group   | GMBH – Germany;       |
| ❖ TranslateMedia     | Services                | ❖ FORD                    | (Investing World         | ZEMSON GMBH;          |
| ❖ The BigWord        | ❖ LanguageWire          | ❖ LINCOLN                 | Leader);                 | ❖ Bond Communciations |
| ❖ Global Voices      | ❖ Shangri-La Hotels and | ❖ Dow Chemicals;          |                          | ❖ Kwintessential      |
|                      | Resorts                 | ❖ HP                      |                          | ❖ ImagePoint          |

### May 2008 to July 2009 Chief Translator – UAE Ministry of Foreign Affairs

#### Responsibilities:

- Translating articles and news; editing and/or proofreading two bilingual daily newsletters for high officials.
- Participating as a translator and coordinator for the Forum for the Future co-chaired by UAE and Japan;
- Translating the H.E. Minister of the State for Foreign Affairs Speeches in different occasions, including but not limited to His speech as a Chairman of the National Committee to Combat Human Trafficking at the United Nations General Assembly Thematic Debate on Human Trafficking, 3 June 2008, New York, the UN Drugs and Crime Office correspondence to the Minister of Foreign Affairs;

### December 2006 to May 2008 Legal (Authorized) Translator LinguistHouse Translation & Linguistic Services – Abu Dhabi – UAE

#### Responsibilities: (senior (Legal) Translator, Editor, Copywriter, Ghostwriter and Researcher)

- Translating all legal documents issued from the local/ international authorities and companies (including – but not limited to – agreements, contracts, articles of associations, memorandums of understanding, bylaws, power of attorneys, consultancy agreements, agency contracts, feasibility studies, certificates, diplomas... etc);
- Translation, copywriting, ghostwriting and editing of the press releases and periodicals for many big companies and brands in all fields inside and outside UAE.
- Translating all medical reports and health notes issued by local, regional or international authorities and hospitals;
- Patent translations;

### September 2003– September 2006 (Bayan Translation Services "BTS") Cairo – Egypt

#### Responsibilities:(Senior Translator – Localizer - Reviser - Team Leader - Group Manager - Project Manager)

- Testing and handling QA assignments for MS products, business plans, feasibility studies, newsletters, making the copywriting & ghostwriting jobs for many advertising companies, Translating religious, legal, technical, medical, commercial, scientific and literary works/ documents.
- Translating and editing user manuals and documentation.
- Reviewing translators' output on daily basis.
- Project Manager (January 2006 to September 2006)
- Responsibilities:
- Analyzing projects, determining workflow and time frame/ Specifying project deliverables/ Assigning resources/ Coordinating with engineers, freelancers, documenters, and QA team/ Delivering the final project and following on updates.