

Mohamed Abdel-Moneim

Professional English <> Arabic > Translator & Proofreader

Abu Dhabi, UAE – 00971-50-102-4622

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1- About Me

This is Mohamed Abdel-Moneim, a highly professional and experienced native Arabic Translator based in Abu Dhabi, UAE. I have the necessary linguistic talents and academic qualifications to provide you with high quality Arabic translation of your English text, as well as English translation of your Arabic text.

2- Objective

My objectives are to provide my clients with high-quality translations, develop my experience, enhance my academic background and learn about everything in the field.

3- Personal Details

Name : Mohamed Abdel-Moneim Mostafa
Residence : Abu Dhabi, U.A.E

4- Education

University : Al Azhar
Faculty : Languages and Translation
Department : Simultaneous Interpretation
Graduation Year : May, 2003
General Grade : Very Good

5- Employment History

April 2010 to Date

Senior Translator - UAE Ministry of Interior - Emirates Identity Authority

Responsibilities:

- ✎ Translating, editing and proofreading articles and news;
- ✎ Translating speeches delivered by senior officials and managers at Emirates ID and MOI;
- ✎ Translating the entire materials of ALL events and conferences organized by Emirates ID, for example, ID World Abu Dhabi 2010;
- ✎ Translating ALL materials related to Emirates ID's participation in Sheikh Khalifa Government Excellence Program;
- ✎ Translating ALL materials related to job description within Emirates ID.

Senior Translator - Al Noor Legal Translation Bureau - Abu Dhabi - UAE

Responsibilities:

- ✎ Translating, editing and proofreading legal contracts and agreements;
- ✎ Translating, editing and proofreading Articles of Association and Memorandum of Association;
- ✎ Translating medical reports and all types of notes issued by various types of authorities.

April 2007 to December 2009

Full time Freelancer

Responsibilities:

- ✎ Translating technical and marketing material for leading telecommunication and IT companies using standard translation tools including TRADOS Workbench;
- ✎ Translating IT, technical, medical, commercial, scientific and literary works/ documents;
- ✎ Translating and editing user manuals and documentation;
- ✎ Localization and website translation;
- ✎ Translating and editing civil, military, official, legal and commercial documents as well as human rights materials
- ✎ Translating and editing financial and banking projects and documents
- ✎ Translating all types of official certificates issued by all ministries and governmental authorities.

May 2004 to March 2007

Senior Translator - International British Institute "IBI" - Alexandria - Egypt

Responsibilities:

- ✍ Translating, editing and proofreading legal contracts and agreements;
- ✍ Translating, editing and proofreading Articles of Association and Memorandum of Association;
- ✍ Translating medical reports and all types of notes issued by various types of authorities.

November 2003 to April 2004

Junior Translator - Arabic Integrated Services "AIS" - Cairo - Egypt

Responsibilities:

- ✍ Website and users manual translation;
- ✍ Various types of translations, including civil, military, technical and medical translations;
- ✍ Translating Nokia Manuals.

6- Experience and Responsibilities

- ✍ Translating technical and marketing material for leading telecommunication and IT companies using standard translation tools including TRADOS Workbench;
- ✍ Translating IT, technical, medical, commercial, scientific and literary works/ documents;
- ✍ Translating and editing user manuals and documentation;
- ✍ Localization and website translation;
- ✍ Attending before courts as an instant interpreter;
- ✍ Using standard localization and TM based tools: TRADOS Workbench, Tag Editor, TRADOS WinAlign, Trados MultiTerm, SDLX, Adobe Acrobat...etc;
- ✍ Translating and editing civil, military, official, legal and commercial documents as well as human rights materials;
- ✍ Translating and editing financial and banking projects and documents;
- ✍ Translating using SDLX Trados; and
- ✍ Conference interpretation

7- Services

Translation, Proofreading, Editing, Interpretation, Subtitling and Copywriting

8- Areas of Translation Experience

Law - Legal Documents, Agreements & Contracts - Patents, Trademarks & Intellectual Property - Insurance - Press Releases - Accountants - Accounting Annual Accounts & Reports - Advertising - Birth, Marriage and Divorce Certificates, Educational Certificates (Universities and Schools) - Commerce - Childcare - Computers & Information Technology - Banking - Computer Science - Biology - Cultural issues & studies - Business - Ecology & Environment - Computers - Film, Cinema, TV, Broadcasting - Food - Technology - Economics - Health and Safety – Automotives - Education - Housing - Electronics - Government - Health - Journalism - Sociology - Instruction Manuals - defense and military - Quality Control & Documentation - Software Strings - Technical Documentation - Human Resources - Water & Water Treatment - Statistics - Oil, Gas & Petrochemical - Medical & Scientific Equipment - nutrition and others.

9- Professional Skills and Qualifications

- ✎ Demonstrated ability to work independently and as a co-operative work team member;
- ✎ Strong research, investigation and analysis skills;
- ✎ Excellent command of using google search engine;
- ✎ Ability to deal with ALL levels and branches and fields of written translation;
- ✎ Ability to work under continuous work pressure;
- ✎ Excellent ability to interpret simultaneously;
- ✎ Ability to efficiently handle and manage large translation projects;
- ✎ Very good experience in using software dictionaries and translation tools;
- ✎ Ability to use Trados 7.5;
- ✎ Demonstrated ability to efficiently manage teams and work in teams;
- ✎ Dedication in work and timely delivery of assigned projects and tasks; and
- ✎ Excellent command of Translation Tools.

10- Your Permanent Choice!

There are many reasons to be your choice, including but not limited to the following:

- ☞ High quality and accurate English <> Arabic translation, with attention to smallest details.
- ☞ Strict compliance with deadlines and timely delivery of translation jobs.
- ☞ All translations are thoroughly edited and proofread before delivery. If there is anything of which I'm not sure, I let you know.
- ☞ Strict compliance with special instructions related to each individual translation job.
- ☞ Quite reasonable translation rates.

11- Professional Memberships and Accreditations

- ↪ Master member and Moderator at TranslatorsCafe.com. You can check my profile, see a sample of my work and read clients' testimonials here: <http://www.translatorscafe.com/cafe/member59111.htm>
- ↪ Platinum member at Proz.com. You can check my profile here: <http://www.proz.com/profile/102057>

- ↳ Sworn and approved by Egyptian Translators Association (EGYTA). You can find my name among enlisted translators here: <http://www.egyta.com/listedTranslators6.htm>
- ↳ Sworn and approved by the Arab Professional Translators Society (APTS). You can check my details here: <http://www.arabtranslators.net/directory.asp?EntityID=276&CategoryID=109>

12- Computer and Internet Skills

Software:

MS Office 2003 /2007 (including MS/Word, MS/Excel, MS Powerpoint), Internet applications, Trados Workbench, Trados MultiTerm, Tag Editor, Trados Winalign, SDLX, Adobe Acrobat, Adobe Photoshop and many other programs.

Operating Systems:

Windows Vista – Windows 7

13- My Clients

I have clients from various parts of the world including but not limited to, USA, UK, France, UAE, Korea, Ireland and Egypt.

14- My Values

Reliability, punctuality, confidentiality and dedication.

15- References

To be furnished upon request.

16- Contact Information:

Cell phone: (+971) 50 102 46 22

Primary Email Address: mrtranslator1@gmail.com

Secondary Email: mrtranslator1@yahoo.com