

SKILLS

QUICK LEARNER

EXCELLENT COMMUNICATION

MS OFFICE PROFICIENCY

CREATIVE WRITING

DEADLINE-DRIVEN

MULTI-TASK MANAGEMENT

FLEXIBLE WORK SCHEDULE

DETAIL-ORIENTED

LANGUAGE QUALITY ASSURANCE, LQA

ORGANIZATION SKILLS

REPORT WRITING

WEBSITE DESIGN

MS OFFICE EXCEL

LANGUAGES

ARABIC

ENGLISH

CHINESE

ABDELRAHMAN AHMED HAMID

TRANSLATOR & INTERPRETER

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ABOUT ME

Meticulous English into Arabic Translator, bringing 12 years of experience in translation with an education background in Chemical Engineering, specialising in housing documents, dispute and notices, water and wastewater treatment plants-related documents, e-commerce, Media, advertisements, and in-screen content, transcription, cognitive debriefing. Expert in technical & legal translation and capable of successfully executing diverse translations. Quality Assurance of translation (LQA). Translation office management and project management i.e. workloads distribution, track deadlines, effective communication with clients for quotations, orders, and invoices. Proofreading of external translation completed by freelancers. Outstanding interpreter.

PROJECTS COMPLETED

An international fashion company - Singaporean agency

Translation of full training modules for employees, salespersons, e-learning materials and training packages to be used in computer and tablet applications.

GOOGLE VIRTUAL ASSISTANT - International translation agency

Localization of Google Virtual Assistant (Google Assistant), Creation of alternative queries with different forms of addresses, synonyms and registers under Natural Language Understanding (NLU) concept, using CAT tools: Polyglot and Google Translation Toolkit.

INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS - American translation office

Proofread publication issued by the International Foundation for Electoral Systems.

TECHNICAL, MEDICAL, AND LEGAL TRANSLATION & INTERPRETATION PROJECTS - UAE-BASED TRANSLATION FIRMS

More than 10 years of experience in translation & interpretation based in Dubai - UAE, completing various types of projects ranging from technical, medical, legal translation and interpretation as a full-time translator/interpreter with various translation offices. Dedicated for proposals, tender documents, contracts, and all paperwork received from Municipalities and public work directorates within UAE.

ONLINE EDUCATION PORTAL - Singaporean agency

Localization of educational website dedicated to different school's classes. Furthermore, proofread the website's privacy policy and several courses content.

ALI EXPRESS - A Chinese agency

Translated e-commerce products around 20K words involving: mobile phones, computers, dresses, vehicles spare parts, makeup, accessories and thousands of items available at www.aliexpress.com using client-developed CAT tools i.e, <https://suppliers.alifanyi.com>

WORK EXPERIENCE

ENGLISH - ARABIC TRANSLATOR
UAE
Sep 2017 - Present

Freelance Translator & Interpreter

- Provided conference interpretation services from English into Arabic in technical fields, safety, international law summits.
- Provided full English to Arabic translation services.
- Worked with clients to establish translation requirements and scope, checking in following submission of work to verify satisfaction and understanding.
- Applied detail-oriented approach and high standard of accuracy to document project hours and expenses.
- Translated important departmental materials such as legal and technical documents into English and Arabic.
- Proofread completed translations to identify and correct punctuation, grammatical and translation errors.
- Identified accurate equivalents for highly nuanced terminology, words, and phrases by cross-referencing specialized dictionaries and thesauruses.

RUWAD LEGAL TRANSLATION
Sharjah
May 2014 - Jul 2017

English - Arabic Translator

- Developed precise understandings of specialized concepts to be translated by consulting subject matter experts and other colleagues.
- Prepared routine legal correspondence and memoranda for attorney partners.
- Provided translation to different types of documents i.e. medical reports, engineering manuals, contracts, material safety data sheets.
- Proofread translated documents received from freelance translators in order to ensure error-free translation.
- Sat in on reconciliation meetings to provide members with accurate, consecutive oral translations of conversations and informational materials.

KAMIL BASHIR LEGAL TRANSLATION
Dubai
Apr 2011 - Dec 2013

English - Arabic Translator

- Setup a new branch translation office, responsible for workloads distribution to freelancers within UAE and around Arab countries. Administrative tasks and Content Scheduler.
- Translated various client documentation from English into Arabic & vice versa.
- Assisted parties lacking similar language in conversations understand one another by providing additional meaning and cultural information.
- Wrote agendas and notes and sent out automatic notifications for upcoming meetings.
- Provided all clients with a high level of service and dedication in an effort to extend relationships and promote future opportunities.
- Utilized proofreading skills to improve upon the company's quality assurance program.

TRANSLATION HOUSE COMPANY
Jul 2010 - May 2011

English - Arabic - English Technical Translator

- Translate easy-to-understand user manual text, game localization, electronic devices interfaces.
- Comprehended new content functionality through research, testing, and interviewing.
- Created user documentation for various materials, including how-to guides and instruction manuals.
- Worked with the internal team to obtain an in-depth understanding of products.
- Developed and maintained platform-specific documentation, comprising operations manuals, engagement model documentation, and training material or collateral.
- Collaborated with specialists in other disciplines, including physicians, product management, instructional design, and support in the development of medical reports translation quality, financial terminologies, user manuals.
- Translated certificates, affidavits, contracts, power of attorneys, and other legal documents.

EDUCATION

CHINA UNIVERSITY OF PETROLEUM - BEIJING
Beijing
2020

Master of Science

Chemical Engineering Technology

UNIVERSITY OF GEZIRA
Wad Madani, Sudan
2008

Bachelor of Science

Chemical Engineering Technology

HOBBIES

FOOTBALL, TRAVEL, JOGGING