

## PERSONAL INFORMATION



## Ahmad Almoustafa

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Sex Male | Date of birth 18/03/1994 | Nationality Syrian

## WORK EXPERIENCE

Jul 2021 – Present

**Quality Manager**

ArabEasy

Responsibilities:

- Translation and proofreading of client documents, ensuring consistently high-quality output with complete accuracy, in the style required by client, and within the allocated time.
- Liaising with Operations team and sometimes directly with the client to discuss any unclear points.
- Training of the in-house resources to make them capable of delivering client ready output in terms of both translation and proofreading.
- Doing all client related communication in regards to translation quality.
- Ensuring that the whole Arabic QA Team is following operational guidelines in regards to shifts, receiving work as well as meeting their quota.

Sep 2019 – Jun 2021

**Proofreader**

ArabEasy

In this role, I proofread documents for check spelling, grammar, punctuation, syntax, usage, consistency. Accordingly, I am familiar with company-wide work to maintain consistency, so I communicate with team members to effectuate consistent, accurate, and high-quality products.

Nov 2017 – Dec 2019

**Maintenance Engineer**

Syriatel Mobile Telecom

In this position, I was responsible to control radio sites, transport networks maintenance activities, and monitor site performance. In addition, analysing the performance of existing power solutions, and troubleshoot problems related to hardware or technical lab.

Jul 2017 – Sep 2019

**Subtitle Translator**

Deluxe Entertainment Services Group

In this position, I translate video content from English to Arabic and vice versa, and proofread subtitles that had been translated. In addition, I correct typography, grammatical errors, and any mistranslated words to ensure the quality of our final products according to the translation guidelines.

Sep 2015 – Apr 2017

**Teacher**

Japan Center for Academic Cooperation

In this position, I teach Japanese to beginners. Throughout my study Japanese, I have been acquiring the culture of Japan, which helps me support learners to understand the language. I also use a range of interactive teaching methods to enhance learning.

## VOLUNTEER EXPERIENCE

May 2017 – Oct 2019

**Syrian Society for Social Development**

I work as part of the psychological support team. In this role, I am responsible to organize monthly plans for psychological and social support activities, which are based on children's need. Besides that, I prepare weekly reports, and observe risks and protective factors in Child Protection field. In addition, I use my experience as a teacher, and work with the educational team, which is specialized in educational support activities, so I prepare monthly reports, and help to develop children's skills.

## EDUCATION AND TRAINING

Nov 2017 - Present

**Master's Degree in Communication Engineering**

University of Aleppo

Subjects included:

Advanced Information Theory, Modern Communications Systems, Advanced Microwave Systems, Advanced Digital Signal Processing, Random Processes, and Advanced Computer Networks and Information Security.

Oct 2011 - Mar 2017

**Bachelor's Degree in Communication Engineering**

University of Aleppo

Subjects included:

Digital Image Processing, Neural Networks in Communication Systems, Satellite Communications, Computer Networks and Radar Engineering. Obtained the degree with an overall average of 80.76%.

Dissertation: *Design and Implementation of Vehicle Speed Detection System.*

Supervisor: Professor Mohamed Sami Haji Ali.

2011

**General Certificate of Secondary Education (GCSE)**

Obtained the Secondary School Diploma (Scientific Branch) with average of 93.1%.

## PERSONAL SKILLS

Mother tongue(s)

Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
<b>TOEFL iBT</b>					
Japanese	B1	B1	B1	A2	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user  
[Common European Framework of Reference for Languages](#)

Communication skills

Throughout my studies I have developed my oral communication skills, contributing to seminars and debates in class. Through the meetings that I always have to attend, I increase my skills to speak to groups and in public in a professional way. During the Japan Festival, I had a show on Kabuki, which is a classical Japanese dance-drama, so I performed "The Lion Dance" in front of hundreds of people.

- Organisational / managerial skills** For the many events that I have participated in, and thought the organizations that I am one of its members, I was responsible for many tasks in these events, such as "Marathon Aleppo", with Maristes Alep and SSSD, and "International Day of Sport for Development and Peace", with SSSD.  
I am a member of Shoudo (Japanese Calligraphy) club, and we have made many activities at festivals and occasions.
- IT skills** I have extensive knowledge of Microsoft Office programmes and I am confident in the use of technology of research. Throughout my studies, I have become competent in MATLAB and C#. I also have knowledge in web applications using ASP.NET MVC, HTML, CSS and WordPress. In my previous position, I have experience to work with graphics editors such as CorelDRAW, Adobe Photoshop and Adobe Illustrator.

## ADDITIONAL INFORMATION

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- Publications**
- Design and Implementation of Vehicle Speed Detection System, University of Aleppo Press, Aleppo, 2016.
- Certifications**
- Business English: Management and Leadership by Arizona State University on Coursera. Certificate earned on July 04, 2019.
  - Psychological First Aid by Syrian Society for Social Development. Certificate earned on April 07, 2019.
  - LTE eRAN Training by Huawei Technologies. Certificate earned on April 04, 2019.
  - LTE LampSite and Small Cell Training by Huawei Technologies. Certificate earned on March 20, 2019.
  - Microwave Network Planning Training by Huawei Technologies. Certificate earned on August 16, 2018.
  - Child Protection by Syrian Society for Social Development. Certificate earned on July 14, 2018.
  - WCDMA Radio Fundamentals by Syriatel. Certificate earned on April 22, 2018.
  - Social Norms, Social Change I by University of Pennsylvania and UNICEF on Coursera. Certificate earned on October 24, 2017.
  - Non-Graded Education by Syrian Society for Social Development. Certificate earned on September 07, 2017.
  - Robotics, a 6-course specialization by University of Pennsylvania on Coursera. Specialization Certificate earned on August 19, 2017.
  - Gender-Based Violence by Syrian Society for Social Development. Certificate earned on 2017.
  - Japanese: Level 8 Approach by Japan Center for Academic Cooperation. Certificate earned on March 4, 2017.
  - English: Advanced Level Approach by CPC Center, Certificate earned on September 5, 2016.
- References** References available upon request.