



## **Hassan Mohammed Ali Al-Dhaifani**

Capital Secretariat, Sawan, Next To U.S Embassy  
Sana'a , Yemen ,  
Date and Place of Birth: 1/1/1988, Sana'a Yemen.  
Phone: +967 772078223  
E-mail: [hassanalthaifani@gmail.com](mailto:hassanalthaifani@gmail.com)  
[hassan\\_aldhaifani2011@hotmail.com](mailto:hassan_aldhaifani2011@hotmail.com)

### **PROFILE SKILLS:**

- Proficiency at communication skills
- Excellent at using computer programs ( Microsoft Office)and typing ( English and Arabic)
- Ability to translate around 1,700 words/hour perfectly from English into Arabic and vice versa.
- Full knowledge of goods import rules and controls as well as marine shipping terms.
- Professional at business correspondences and contract drifting.
- Very good at consecutive interpretation from English into Arabic and vice verse.
- Proficiency at business negotiation and marketing
- Excellency at filing and organizational skills
- Ability to analyze problems and strategize for better solutions
- Adherence to timelines and accomplishing perfectly tasks assigned
- Good at dealing with work supervisors and colleagues
- Good at using computer assisted-translation (CAT) Tool such as( memoQ)
- Proficiency at driving cars and vans

### **WORKING EXPERIENCES**

**Feb 2019 - Present** ❖ **English<>Arabic Translator & proofreader:**  
**Brilliant Diamond For Translation, 60<sup>th</sup> North St.Sana'a Yemen.**  
**Main Tasks:**  
- Translating & Proofreading all types of documents on time.

**July 2018 - Present** ❖ **English<>Arabic Translator, logistics officer, international business Coordinator:**  
**Al-Radhi Poultry Farms, 60<sup>th</sup> North St. Sana'a Yemen.**  
**Main Tasks:**  
- Translating Business Correspondences and others.  
- Translating legal contracts  
- Collecting quotations from suppliers.  
- Searching for new business cooperation with new suppliers.  
- Following up arrival of shipments with shipping lines.

**Jan 2016-Nov 2018** ❖ **External Purchasing and logistics Officer , International Business Correspondent:**  
**Al Mengedi Establishment for Poultry and Trading,60<sup>th</sup> North St. Sana'a Yemen.**  
**Main Tasks:-**  
- Responsible for business transactions with suppliers.  
- Opening banking letters of credit (L/Cs) for imported goods.  
- Making contracts and international business correspondences.

- Being updated to prices of global stockmarket ( grains ).
- Selection of the best suppliers based on cost, time, quality, compatibility with existing Establishment supplies, and after sales service.

❖ **Translator and Proofreader:**  
**Al Mengedi Establishment for Poultry and Trading,60<sup>th</sup> North St. Sana'a Yemen.**

**Main Tasks:-**

Translation and Proofreading the following:

- Contracts
- Business reports and memorandums
- Products user manuals
- Commercial correspondences
- International business agreements
- Meeting minutes

**Dec2014- Feb2015**

❖ **English Teacher:**  
**Sydney Institute for Language and Computer Learning, Sana'a, Yemen.**

**May2010-March2013**

❖ **Commercial Correspondent and Translator:**  
**Yaser Kamal Foundation for Trading and Import , Sana'a Yemen.**

**Main Tasks:-**

- International commercial correspondences
- Translation of international business contracts and documents

**Aug2008-April2010**

❖ **Freelance Translator ( English into Arabic) and Proofreader:**  
**WOW Gate Office for Designing and Translation, Sana'a**

**Main Tasks:-**

- Translation and Proofreading financial contracts and agreements

**Sep2006-Dec2008**

❖ **Freelance Translator ( English into Arabic ):**  
**Yemeni Contractors Union, Sana'a, Yemen.**

**Main tasks:-**

- Translation and proofreading of international contracts, business partnership agreements and understanding memoes

**EDUCATION:**

- BA degree in English and Translation from Faculty of language, Sana'a University 2012
- TOEFL online training courses from U.S Universities 2010.
- Microsoft Office Self-Training 2009.
- High school certificate at 88% from 30 November school 2005/2006.

**SPOKEN LANGUAGES:**• Arabic ( Mother Tongue)

- English ( proficiency )
- French ( Good )
- Turkish (Good)

**References available upon request**