**Muhammad Elkhateeb**

English into Arabic Translator

*Word Choice makes all the difference*

**Location: Alexandria, Egypt Phone: +201097916268**

**Skype:** muhammadkh18@outlook.com **Email:** [muhammadkh18@gmail.com](muhammadkh18%40gmail.com)

**Summary of Qualification**

I am an English into Arabic Translator with extensive experience in Editing, Proofreading and Subtitling. I am a native speaker of Arabic with deep knowledge of English. I hold a bachelor degree in Political Science, which provided me with an extensive cultural background.

I have lengthy experience in my wide-ranging specialization areas.

I mainly specialized in Oil and Gas, Education, Software, Technical, Marketing and Legal translation.

**Translation Experience:**

***Oil and Gas***

I have been working on the Arabic translation of Oil & Gas Magazine for 2 consecutive years.

***Education***

I am working on the following accounts on regular basis: ELS Language Centers. DeKalb Country Schools.

***Software and IT***I am working regularly on the translation of Zoho Software. I contributed in Zoho applications; CRM, SalesIQ, Sites, Support, Assist and other applications.

***Technical Translation***

I worked on many mechanical related projects and wide ranging appliances manuals and brochures.

***Marketing***

I have translated and edited several marketing materials related to the tourism and hospitality industry.

***Legal Translation***

I have worked on several legal documents including; Business Agreements, National Identity Certificates and Products User Agreements.

**Career History:**

2015-Present LingoState Translation Agency *Heliopolis, Cairo*

***Translator/Editor***

2014-2015 MadarSoft *Alexandria*

***News Editor***

***2012-2014*** MadarSoft *Alexandria*

***Digital Marketing Specialist***

**Software & CAT Tools:**

*Connection: ADSL 8MP. OS: MS Windows 8.1.*

Microsoft Office 2013, Adobe Acrobat, Trados (6.5, 7.1, 7.5), SDL Trados Studio 2009 and 2015, MemoQ.