

English - Arabic Translator

Name : Osama Ahmad
Nationality : Syrian
Residency : Cairo, Egypt
M : (+2) 11 444 707 02

Gmail : qualified.freelance.translator@gmail.com
Skype : [osama.omar701@skype.com](skype:osama.omar701@skype.com)
LinkedIn : <https://www.linkedin.com/in/osama-ahmad-1a8566123/>



Personal Preface

English - Arabic translator with excellent communication and interpersonal skills as well as extensive experience in various translation fields such as legal, technical, medical, political, educational, UN, IT; crowned with my participation in huge and sensitive projects in the mentioned fields. I always keen on providing my clients with top-notch quality that meets and even exceeds their expectations.

Team Leader Roles/Responsibilities

- Manage the entire life-cycle of multiple translation projects in a fast-paced environment;
- Coordinate all the project stages and efficiently predict the lifespan of all the phases of the project;
- Establish and maintain excellent relationships with internal/external translators and proof-readers;
- Monitor and control projects status;
- Perform quality checks at various stages of project progress to ensure top-notch quality and accuracy.

Education

BA, Department of English Language and Literature, Cairo University

Courses and Certificates

- AUC General Courses, American University in Cairo;
- Egyptian Translators & Linguistics Association Training Course.

Professional Experience

- 2017- to date:** Freelance Translator and Team Leader
- 2016 – 2017:** Translator/Reviewer at Arlation Co, Cairo, Egypt
- 2014 – 2016:** Translator at AIS (Arabic Integrated Service) Cairo, Egypt
- 2012 – 2014:** Freelance Translator

Translation Specialization

- legal reports, certificates of incorporation, Articles of Association, contracts, sub-contracts, service agreements, privacy policy agreements, NDAs, power of attorneys, purchase-sales contracts, premises lease agreements, labour agreements and license arrangements, establishment documents (resolutions, minutes of meetings, registration certificates, etc.), legalization of documents, (laws, minutes of meeting, resolutions, orders and regulations), court documents (applications, petitions, court judgements, instructions and resolutions), auxiliary documents (powers of attorney, certificates, licenses and permits);
- executive summaries and organizational structures;
- technical user manuals and guides;
- websites and apps content;
- medical and healthcare brochures and pamphlets;
- MoUs and license agreements for the Confederation of African Football (CAF);
- UN programs such as United Nations Development Programme (UNDP), UN Development Fund for Women (UNIFEM), and UN Children's Fund (UNICEF);
- translation projects for RAND Corporation on political topics such as the Syrian Civil War and its implications on the Middle East.