|  |
| --- |
| Address: Alexandria, Egypt |
| Cell: +2 01275913198 | Email:**Ahmedhelayl@yahoo.com** |

Education & training:

* B.A. in Islamic studies, English Department, Faculty of Languages and Translation, Azhar University.
* Legal Translation Diploma, the American University in Cairo (AUC).
* Print Media Translation Diploma, the American University in Cairo ( AUC).
* Currently Pursuing Simultaneous and Consecutive Interpreting Diploma (AUC).

LANGUAGES:

* Arabic: Native Language.
* English: Near-Native competence.
* German: Good command (Reading, Writing and Speaking)

Areas of Expertise

* Legal and Economic Translation
* Technical translation

## Documentary translation

* Localization
* Reviewing, Editing and Proofreading
* News editing
* Writing press releases
* Simultaneous interpreting
* Consecutive interpreting and sight translation
* Communicative and free translation

X-WORK RECORD:

|  |  |
| --- | --- |
| Technical Translation Center (Cairo, Egypt)Position: In-House Translator  | February 2004- January 2005 |
| Translation House (Cairo, Egypt)Position: In-House Translator & Reviewer  | **April 2005 – December 2006** |
| Dalnilo Ltd. (Italy)Position: Freelance translator & reviewer  | **January 2007- May 2009** |
| Sayed Shahid Translation (Dubai, UAE)Position: Freelance Translator & Reviewer  | **June 2008-** **To date** |
| EQHO Translation & Localization (Thailand)Position: Freelance Translator & Reviewer | **January 2009- To date** |
| S&R Translation (Turkey)Position: Freelance Translator & Reviewer | **February 2009- To date** |
| Bukhari Translation Services (Dubai, UAE)Position: Freelance Translator & Reviewer | **June 2010-To date** |
| Byblos Translation (Dubai, UAE)Position: Freelance Translator & Reviewer | **November 2011 – to date** |

COMPUTER SKILLS:

|  |
| --- |
| Operating Systems:  |
| Windows ( XP, windows 7, Vista). |
| Translation/Localization Tools: |
| Professional user of Trados, SDLX Translation Suite, Wordfast and others. |
| Office Productivity/DTP & Web Designing Applications:  |
| MS Office 2007, Word, Excel, Power Point, MS Project, MS Outlook, MS Publisher, Adobe Acrobat Professional 7, Adobe Reader, PDF Creator, Adobe In-design, Photoshop, QuarkXpress, Dreamweaver . |
| Translation Memory Tools: |
|  SDL Trados, SDLX, Wordfast (All versions). |
| Web Browsers: |
| Internet Explorer, Firefox, Google Chrome (Great Internet search skills). |
|  Input and Output file formats: |
| * \*.doc, \*.pdf, \*.htm, \*.html, \*.ttx, \*.rtf, \*.xls, \*.ppt
 |

professional SKILLS:

* Highly-developed skills in translation and simultaneous interpreting.
* Proven ability to translate and edit satisfactorily with minimum recourse to dictionaries when working under pressure and to develop broad multi-disciplinary glossaries.
* Ability to translate and edit technical texts including legal, economic, military and medical topics.
* Extended experience in providing client-tailored translation services.

PERSONAL SKILLS:

* Punctuality: Great resolution to fulfill all job obligations and to meet all deadlines in a timely fashion.
* Creative thinking: Able to translate complex ideas and innovative approaches into engaging pieces of writing.
* Communication skills: Able to get my message understood clearly by adopting a range of styles, tools and techniques.
* Flexibility: Able to negotiate and exercise diplomacy with people where necessary.
* Motivation: Highly motivated, goal oriented, dedicated to lifetime career development, and able to maintain effectiveness when faced with challenges.
* Leadership qualities: Able to lead staff, giving feedback on performance;
* a high level of interpersonal skills.
* Decision Making: Able to make major decisions under pressure and to identify and prioritize key tasks of the day. Ready to take initiative, originate action and be responsible for the consequences of decisions.
* Influencing Others: Able to present sound and well-reasoned arguments to convince others and to draw from a range of strategies to persuade people in a way that results in agreement.
* Team working: Able to build and maintain effective working relationships and to work cooperatively with other team members.

Non-inclusive list of previous translations:

Legal:
Service & Employment Contracts, Patents, Court Documentation, Constitution of the Italian Republic, Search and Seizure Warrant, Court Summons, Notice of Conclusion of Preliminary Investigations, Agency Agreements, Fiduciary Contracts, Assumption of Debt Agreements, Service Contracts, EC-type Examination Certificates and commercial policy.

Finance:
Financial Statements and Notes to the Financial Statements, Directors' Reports, Articles of Association, Annual and Quarterly Reports, Report of the Board of Statutory Auditors, expenditure report, assessment detail report, review of non-productive assets and Minutes of the Egyptian Ministry of Finance.

Business:
Policies and Procedures, training manuals, trade agreements, business correspondence and employment contracts.

Religion:Islamic books in fields of jurisprudence (Fiqh), foundation of Islamic jurisprudence (‘Usul Fiqh), tradition (Hadith and Mustalah Hadith).,Islamic lectures on the theology of monotheism and Interviews with contemporary Islamic scholars and activists.

Media:
Website articles, television guides and press releases.

Medical:
Brochure on seasonal and perennial rhinitis, reports on the osteodensitometric evaluation of small animals, osteodensitometric evaluation of periprosthetic bone remodeling, bone age evaluation in pediatrics, biomaterial and tissue repair, analysis of the risks posed by transmissible spongiform encephalopathy in the small ruminant sector and pharmacovigilance action report.

Industrial/ technical:
Barbecues manual, Water Pump manual, Cell-phone manuals, technical instructions for use, product specifications, safety equipment, personal protective equipment, safety shoes brochure, industrial machines, folding machine manual and printing plate cleaning system manual.

Engineering:
Dissertation on Glazing, bilingual glossary on glazing terms, packaged boiler system project, bilingual glossary on Packaged boiler systems, petroleum data, reports, analysis and surveys for Egyptian Ministry of Petroleum and drill pipe spinner manual.

Localization:
Software hardware and website localization.

Agriculture:
Air sampling, analysis of atmospheric chloropicrin residue, irrigation system technical report and water treatment units.

General:
Correspondence, job adverts, CVs, degree and marriage certificates and letters of recommendation.

References: Available Upon Request