**CV**

**Name**: Ahmed Mohsen Ahmed Musleh

**Date of birth**: 1985

**Nationality:** Yemeni

**Marital Status**: Married

**Address**: Yemen, Sana’a – Hadda (50meter street)

**Mobile**: +967712507001 or +967715777061

**E-mail**: [Ahmed111m@ymail.com](mailto:Ahmed111m@ymail.com)

**Qualification**

* Secondary School Certificate, Science Section, 2002-2003 –Hunishan Secondary School
* Bachelor Degree in English literature, 2009 – University of Aden (88%)

**Training courses**

* Extensive training course in Practical Translation for different background documents (legal, press releases, commercial, health, education, petroleum etc) at TOTAL E&P Yemen,
* MS Office programs
* Photoshop

**Experience**

* **Present**: Working with TOTAL Exploration & Production Yemen (TEPY) as Translation & Press Review Officer
* **2008 – 2010:** Worked with Al-Sulimani Office for Contracting and General Services as freelance Translator; translating all documents sent by YLNG Company
* **2007 – 2008**: Worked with Youth and Sports Office as translator (part time)
* **2005 - 2007**: Worked with Baqutmi Establishment for Gas and Oil Services as Public Relations Assistant

**Translation duties**

* Translating MOUs (Memorandum of Understanding), Drafts Agreement, Agreements, Minutes of Meetings, Press Releases in addition to all incoming and outgoing Government and NGOs letters etc,
* Reading through original material and translating them into English or vice-versa, ensuring that the meaning of the source text is retained
* Proofreading and editing final translated versions
* Ensuring a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document
* Provide language consultations when required

**Other duties**

* Registering all incoming and outgoing letters in E-Systems (SharePoint) insuring to copy (cc) related and concerned staff (soft copy archiving)
* Helping Head of Public Relations in tasks related to PR duties
* Helping the Director and Deputy Director of Business Development and Planning (BDP) in their tasks related to reporting and minutes of meetings
* Archiving all hard copy correspondences

**Computer skills**

* Microsoft word, Excel, (fast) typing both Arabic-English, Power Point, Outlook and Internet
* Equipped with experience to solve most of generic problems of computer (hardware/software)

**Other Skills**

* Good communication with others
* Ability to work under stress and in a very competitive working environment
* Ability to learn new skills quickly and master them
* Readiness to move to any place if the work requires