**Curriculum Vitae**

***Personal Information:***

Full name: Firas Sharif Waked

Date of Birth: 01/07/1981

Nationality: Syrian

Gender: Male

Marital Status: Married

Visa Status: Transferable

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Address: Madinat Khalifah- Doha- Qatar

***Objective:***

Obtaining a position that enhances my abilities in performing tasks and makes a meaningful contribution to the company.

***Educational Attainment:***

* Commercial Banking Institute, Syria, 1999-2001.
* Bachelor of Arts (English Department), Damascus University, 2003-2007.

***Qualifications:***

* Team player, multi tasking, hardworking, can meet deadlines and function well under pressure.
* Able and willing to assist co-workers, supervisors in a cooperative manner.
* I can easily adapt new work environment and communicate to people of different levels.
* Self-motivated and able to learn on own initiative.
* Eagar to learn and open for further development.

***Work experience:***

1. **Translator (English into Arabic and vice versa)**, Hassan Bin Mohamed Center for Historical Studies, Doha, March 2010 until now.

***Responsibilities:***

* Organize all incoming papers and documents for translation according to their priority and importance.
* Manage the day-to-day translations to meet requirements.
* Read through original materials and convert them into source language ensuring that the meaning of source text is retained.
* Refer to reference materials such as dictionaries, lexicons, encyclopaedias and computerized terminology banks as needed to ensure translation accuracy.
* Identify and solve problems related to meanings of words, concepts, practices and behaviours.
* Check translation of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
* Check original texts or refer to concerned persons to ensure that translations retain the content and meaning of the original material.
* Compile terminology, technical terms and information to be used in translations.
* Proofread and edit final translation versions.
* Follow ethical codes that protect the confidentiality of information.

1. **Guest service agent, Sheraton Hotel/ Kuwait** (April, 2008 - October, 2009).

***Responsibilities:***

* Approach and welcome guests with high standard hospitality.
* Handle phone calls, and transfer calls to the person or department concerned.
* Provide over all information about the facilities we have, and the services we offer.
* Arrange guests’ files and records.
* Prepare guests’ bills to be paid through (cash-credit card or travelling cheques.
* Receive guests complains and handle them patiently until solving the problem.
* Order catering for the department as requested.

**Skills**:

* Microsoft office: Word/ Excel/ Power Point/ Outlook.
* Windows applications, internet search and e-mailing.
* Familiar with translation tool (Wodrdfast).
* Familiar with commercial correspondence.
* Excellent verbal and written communication skills.
* Excellent keyboarding.