Ihab Osman CV

Arabic Editor/ Translator

Mobile: 0044 734 27817 62

Skype ID: ihab.osman8



* **OBJECTIVE:**

With over 10 years’ background in Arabic Editing/ Translation / communications industry and a proven track record of excellent achievements I am seeking a lead role with well established organization which will allow me to utilize my education, experiences and skills as an accomplished Arabic Editor/ Translator/ Copywriter to create and produce excellent work and contribute to the success and prosperity of any multinational organization.

* **EDUCATION**

**College of Language - Westminster University, London, UK**

Post Graduate Diploma in Translation English/Arabic/English

**Birkbeck College, University of London, UK**

History Studies.

* **Educational Courses:**
* Gulf Institute for International Law- UAE

Completed Specialized Legal Translation Program

* Financial Translation
* Economic Translation
* New Media & Electronic Journalism
* The Art of Preparing News Report
* Headlines Writing
* Media Writing & Translation
* **WORK EXPERIENCE:**
* Arabic Editor/ Translator 2016 to present

Languages Empire

Public Relations and Translation Agency

London – United KingdomS

* **Arabic Editor**

**Apco Worldwide**

**Public Relations Agency, Dubai, United Arab Emirates**

**Masdar Institute for Science and Technology**

**2013 -2016**

Apco Worldwide is one of the leading public relations agencies in the world. Through Apco, I translated press releases for various clients such as Masdar Institute, Etisalat, Deyaar, Blackberry ……etc

* **Arabic Editor/ Translator**

**Qatar Petrochemical Company (QAPCO) - Qatar Petroleum Doha. Qatar. (Contract\_Feelancer 2010 – 2013)**

*My Role:*

* Prepare, write and edit copy to improve readability, or supervise others who do this work.
* Verify facts, dates, and statistics, using standard reference sources.
* Read copy or proof to detect and correct errors.
* Develop story or content ideas, considering reader or audience appeal.
* Review and approve proofs submitted by composing room prior to publication production.
* Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.
* Read, evaluate and edit manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization, or publication
* Monitor news-gathering operations to ensure utilization of all news sources, such as press releases, telephone contacts, radio, television, wire services, and other reporters.

**(Contract\_Feelancer 2010 – 13)**

* **Middle East Broadcasting Centre MBC group**

**Marketing & Public Relations Dept.**

**Dubai, UAE**

* **Translator/ Creative Writer/Communications Manager**

*Middle East Broadcasting Centre MBC group that includes MBC1, MBC2, MBC3, MBC4, MBC Action and Al Arabiya channels.*

*As a Content Manager/ Press officer, I was responsible for writing key staff speeches, documents, articles and program highlights in English and Arabic. As will as writing press releases and newsletters. Preparation of media materials in Arabic and English: press releases, program highlights and reviews, drafting interview answers. Media material distribution, including press contact, distribution list preparation and maintenance, and media follow-up.*

*Achievements:*

*• My role is to write the press release and the chairman speech for launch of Al Arabiya News TV channel.*

*• I manage successfully sensitive issues that aroused from time to time in TV stations.*

*• I organized meetings, press conferences and tours for top VIP visitors such as, H.H. Prince Sultan Bin Abd Al Aziz Al Saud of KSA, Foreign Minister of Germany, Iyad Alawy ex-Prime Minister of Iraq, Al Mahdy, ex Prime Minister of Sudan … etc.*

(2005-2010)

* **Editor/Copywriter/Translator**
* **Al Khaleej Newspaper (Freelancer Contract)**

**Dubai, UAE**

**Translator /Editor**

Editor and Translator @ Economic Section - Al Khaleej Newspaper

Sharjah, UAE

• Translation and editing of financial & economic news for international economic news agencies and websites such as Bloomberg, Reuters, Meed, CNN Money, Yahoo Finance, Financial Times, Wall Street Journal, Fitch, Standard & Poor’s… etc.

• Translation and editing of financial & economic reports

• Proofreading & rewrites financial & economic materials.

• Translation Banks’ website

* Translation of annual reports

**(Freelancer Contract 2005-2009)**

* **AI Yafee Advocates and Legal Consultants**
* **Dubai, United Arab Emirates**

**Legal Translator**

As a Legal Translator at AI Yafee Advocates and Legal Consultants,

My Role:

* Translation from English/Arabic/English
* Proofread, edit, and revise translated materials.
* Check original texts or confer with authors to ensure that translations retain the content, meaning, and feeling of the original material.
* Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
* Compile terminology and information to be used in translations, including technical terms such as those for legal or medical material.

(On Freelancer Contract 2002 – 2005)

**2008 – 2010**

**Al Habtoor - Valtrans Transportation Systems & Services**

**Dubai, United Arab Emirates**

**Communications Manager**

As a Communications Manager, I’m responsible for writing CEO and Managing Director’s speeches, Copywriting, Legal/Financial translation and editing all external and internal documents and newsletter for this large transportation systems and services company with over 1200 employees.

(2003 – 2002)

**2000-2003**

**INTERMARKETS- Dubai,**

**Adevertising Agebcy**

**Creative Writer/ Content Manager**

* I was responsible about delivering communications within assigned deadlines to agancy’s clients.
* Working as Creative Writer for this Dubai based advertising agency I had the opportunity to work on a broad spectrum of accounts

**-2003 2000**

**Dubai Ports & Custom Department, Dubai, UAE**

**Communications Officer**

* I was responsible for speech writing for key exactives and translation of various governmental documents/Agreements/ Contracts from English to Arabic and vice versa; and interpretation of conferences and meetings.
* Particepate as Editor/Translator for the organization’s news magazine “Nawafiz”, and managing large and small projects such as the annual “Carpet Fair” at DSF.

**Achievements:**

* I done all the translation work English/Arabic/English for the Evaluation joint Committee of the International Bank, Canadian, and Australian Custom during their visit to Dubai Ports and Custom. I received a letter of appreciation for my service

**1999/2000))**

**Recent work published on the web:**

(Please access to Google Ihab Osman Al Khaleej إيهاب عثمان الخليج)

or click on these links:

<http://www.alkhaleej.ae/portal/f09ca4a8-8d69-4fa0-abf2-1fec76f2f4a8.aspx>

<http://www.alkhaleej.ae/portal/51b4834e-a46f-454f-9670-803532cfa83f.aspx>

<http://www.alkhaleej.ae/portal/103584a6-df77-4b59-93f1-ff5021e0f3a5.aspx>

<http://www.alkhaliji.com/Default_ar_ae.asp>

**Professional:** Member of The Association of Freelance Writers, Manchester, UK.

Member of Egyptian Translators Association,

Egypt

Member of Arab Professional Translators Society

**Languages:**

* Arabic
* English
* Italian

**PERSONAL DETAILS**

* Address: London, UK
* Nationality: British/Egyptian

**Testimonials**

|  |
| --- |
| **Rob Tait, Australian Customs Department,**  **Trevor Van Dam, Canadian Customs Department**  **Michel Zarnowiecki, International Monetary Fund**  **wrote to Dr. Obaid Busit, Director General, Department of Ports and CustomsDubai,**  **United Arab Emirates:**  Dear Dr. Obaid  As our mission in Dubai reaches its final stage, we would like to highlight the contribution of Mr. Ihab Osman to the success of the Executive Assessment Initiative. As you know, the outcome of our mission depended greatly on our ability to establish an open and efficient communication with the candidates. In this respect, several took advantage of Mr. Osman’s Editor/translator services, who performed in a very professional and transparent manner. Mr. Osman also worked long hours to support the mission. We thank you for providing us with the assistance of such a dedicated and skilled person. |
| **Stephanie Doust, Consultant-Strategic Communications, Coffey International Development,**  **said on:**  I worked with Ihab over a period of 6 months. I was hired by MBC to establish a professional public relations office that would drive quality press coverage of the MBC Group: radio, TV and corporate. I worked closely with Ihab on a day-to-day basis. Ihab was responsible for a broad spectrum of PR tasks, including: story research, identifying opportunities for positive story generation, translating from Arabic to English and vice versa, copy writing Arabic and English press releases, attending production and scheduling meetings to discuss story ideas and opportunities with senior producers and schedulers, distributing and follow-up of press releases throughout the Middle East region, maintenance of the media list, supporting major regional and international launches of channels such as MBC Action and Wanasah, conducting guided tours for influential guests at MBC and maintaining relationships with key media figures. He worked across all MBC channels, with main responsibility for MBC 1 and Al Arabiya. I could rely on Ihab absolutely. If I needed something done quickly -it would be done, before I expected it. If there was a long-term task to be undertaken, it would be completed on time. His output was prodigious: at least 1-2 press releases daily. He was selfless in his work for MBC - often staying behind to fix up work that other colleagues had left unattended. I trusted Ihab to deal with people with respect and courtesy, and to represent MBC at all times with integrity and professionalism. I have no hesitation recommending Ihab for a position. Ihab's employer will only benefit from employing someone with such a strong work ethic, attention to detail, and high quality of skills. |

**References available upon request.**

**\*\*\*\***