

# MOSTAFA M. L. ALAILA

Expert Freelance Translator, Editor, Reviser, Proofreader, Subtitler,  
Data Entry Clerk and Transcriber

My skills speak louder than words.



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## WORK EXPERIENCE

### Online Freelance Translator Online

02/2020 – Present

*Achievements/Tasks*

- A clear writing style with impeccable knowledge of spelling and grammar.
- Ensure translated texts convey original meaning and tone.
- Proofread translated texts for grammar, spelling and punctuation accuracy.

### Arabic<>English Translator Self-employed

09/2017 – Present

*Gaza, Palestine*

*Achievements/Tasks*

- Read through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained.
- Delivering translated text & subtitle following the agreed deadline

## EDUCATION

### B.Sc. in Information and Communication Technology

Al-Quds Open University "QOU"

09/2018 – Present

*Gaza, Palestine*

*Courses*

- English for Technology Course
- Electrical and electronic circuit analysis Course
- Networking programming Course
- Calculus Course
- HTML, CSS Programming Course

## SKILLS

Translation

Editing

Proofreading

Subtitling

Transcription

Formatting

Revision

Data Entry

## CERTIFICATES

Freelance Translation Course (02/2020 – Present)

*Al-Raed Educational Center for Training and Development*

English Language Levels Program "12"  
(02/2019 – 03/2020)

*Al-Waleed Technology and Languages Center*

Rules of Reciting the Holy Quran Course "Sanaad"  
(01/2019 – 02/2020)

*Companions Association for the memorization of the Holy Quran and Islamic Sciences*

Computer Maintenance "Software"  
Course (11/2019 – 12/2019)

*Pixel Center for Information Technology*

## LANGUAGES

English



Arabic



## CAT TOOLS

Kilgray MemoQ 2019 R2

SDL Trados Studio 2019 SR1

WordFast Pro

Memsources