

Personal Information



Name : Muhammad Yusif Issa El Kady
Nationality : Egyptian
Current Address : Jubail city , Ash Sharqia region ,Kingdom of Saudi Arabia
Military status : Completed as a Reservist Officer In Egyptian Armed Forces for Three years (2007-2010).
Marital status : Married
Passport No. : A07771653
Date of birth : July 17,1985
Mobile : +966 055 429 5517
E.mail : Myk12010@yahoo.com

Target Job Location : Saudi Arabia; UAE; Bahrain; Egypt; Kuwait; Oman; Qatar
Target Industry : Manufacturing , Investment, Consultancy Companies
Employment status : Full time

Education & Qualifications

Faculty : Languages & Translations
Department : English
Branch : Simultaneous Interpretation
Year of Graduation : May 2007
Accumulative Degree : Good

PERSONAL SUMMARY

- A multi-skilled, reliable, talented translator and administration specialist with a proven ability to translate written documents from English into Arabic and vice versa and manage great projects.
- A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds.
- Well mannered, articulate & fully aware of diversity & multicultural issues.
- Flexible in the ability to adapt challenges when they arise & at the same time remaining aware of professional roles & boundaries.
- Would like to work as a translator and administration specialist for a successful and ambitious company that offers great opportunities for career development and progression.

WORK EXPERIENCE

Duration		Position & Place
From	To	
March 2012	Till Now	• Business Coordinator & Chief Translator for Transorient Translation Services (Certified Translation Company in Kingdom of Saudi Arabia).
October 2010	February 2012	• Senior Translator and manger of article department for PARC (Pan Arab research Company) Egyptian branch.
June 2007	September 2010	• Freelancer Translator for Pioneers Translation (Certified Translation Company in Egypt) during my service as a reservist officer at rank of lieutenant first at department of infantry.
April 2008	September 2010	• Administrative Officer at rank of Lieutenant first (Department of Infantry).

Major Duties

- Researching legal & technical phraseology to ensure the correct translation is used.
- Liaising with clients to discuss any unclear points.
- Providing guidance & feedback & creating customer-specific style guides.
- Translation of documents/letters from Arabic language to English & vice versa.
- Reviewing and proofreading mother-tongue text.
- Excellent English speaking and writing skills.
- Retrieving articles from newspapers, magazines & the internet & translating them into English.
- Responsible for holding conferences and meetings in Egyptian armed forces.
- To distribute tasks among soldiers and non-commissioned officers.
- Recording comments and orders of leaders to be published among battalion personnel.

KEY SKILLS AND COMPETENCIES

- Familiar with translation & administration software tools.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Word, Excel and Microsoft Outlook.
- Willing to travel and able to work under pressure.
- Able to prioritize work.
- I have Egyptian and Saudi private driving license.

REFERENCES – Available Upon Request.