Muhammad Yassin Al-Arja

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|  **Personal Information:** |  |  |  |  |
|  |  | * **Place and date of birth:** Damascus- Apr 30,1983
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|  |  | * **Gender:** Male
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|  |  | * **Marital status:** Married
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|  |  | * **Nationality:** Syrian Arab
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|  **Education:**  |  |  |  |  |
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* **MA** in Professional English/Arabic translation, the Higher Institute of Translation and Interpreting, Damascus University, Oct. 2009 – Sep. 2011.
* **BA** in English literature, Faculty of Arts and Humanities, Damascus University, Sept. 2000 – Oct. 2004.
* **MA** in Islamic Da’wa in English language at the Postgraduate Studies Department, Al Fatih Islamic Institute, Sham higher institute for Islamic Studies and Arabic language, Damascus University. NOV. 2010 – JUL. 2012.

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| * **Baccalaureate** (Sharia branch)**,** al-Furqan institute. 2009
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* **Baccalaureate** (scientific branch), 2000.
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| **Professional Work Experience:**  |  |  |  |  |
|  |  | * **Translation:**
* Translator, editor, field interviewer and interpreter for **Anat media**, London, UK. 2013-present.
* Translator for **Hussein Al Ali** Translation Office, Al Tal, Damascus Countryside, Syria. 2009-2011.

Translated various documents on legal, economic, ecological, medical, commercial and other subjects.* **Freelance Translation 2004-present:**
	+ Translating both recoded and written articles, interviews and films for different companies, institutions and organizations.
* **Interpretation:** (I have received good training in simultaneous, consecutive, and liaison interpreting from Arabic to English and vice versa

I interpreted for prestigious institutions and in many occasions like:* **Ministry of Waqf**, Syria; during a UK Social reformers visit, 2011
* **Damascus University,** the First Chemistry Conference, 2011.
* **Ministry of Higher Education,** IAESTE (the International Association for the Exchange of Students for Technical Experience) second Asian forum, 2010

I Interpreted for foreign experts at different industrial companies in Damascus countryside.* **Management:**
* General Manager of **Days Food Industrial Company**, Adra Industrial City, Damascus Countryside, Syria. 2007-2009

My work there included:* Supervising all departments of the plant including the production line, the distribution and marketing department, laboratory and quality control department.
* Meeting with foreign clients and experts.
* Manager at **New Dream Trading Co.,** Baramkeh, Damascus, Syria 2012-2015

My job included: * Supervising salesmen, accountants, and cashiers.
* Occasionally, translating correspondence and dealing with foreign providers.
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|  |  | * **Commercial correspondence:** At Grand Store Import and Export Company, Damascus, Syria. (2004 – 2010)
* **Teaching**
* 10 years experience in voluntary teaching Shariaa science, Arabic language and holy Quraan reading (tajwid) and Tafsir to people from different ages and backgrounds.
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|  |  | * **Tutoring 2005- present**
* University Students: English (Intermediate – advanced and TOFEL prepreation) and German (beginner).
* Primary, secondary and high School students: English and Arabic languages, Syrian curricula.
* **Other experiences:**
* Computer use (Dos, windows, office, photoshop…etc) and maintence (software & hardware)
* Excellent knowledge of automobile spare parts (Mercedes, Kia and Huyndai) learnt from my work at Grand Store and I have my own investment now in this field.
* Experience in the trade of toys, gifts, accessories and sport equipment (as I worked at New Dream).
* Experience in making and marketning of Potato crisps and flakes industry (As I worked at Days industral Co.).
* Experience in media work (from my experience during the revolution)
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| **Revolutionary work experience:**  |  |  |  |  |
|  |  | * Translator, editor, field interviewer and interpreter for Anat media, London, UK 2013-2015:

During my work I was tasked to:* Conduct mapping.
* Interview people from different areas and backgrounds.
* Translate written and recorded interviews.
* Interpret for other interviewers.
* **Secretary and Consultant:** During my work in the revolution in my area in Damasucs, I’ve futher developed my administrative skills; and the following are some the tasks that I undertook:
* I had four years of experience in **management** through my work as a secretary of Mashrou’ Dummar coordination in Damascus since the begging of the revolution, 2011 where I was responsible for studying, planning and executing along with observing the results of most of our activities in the area.
* I was the consultant for the heads of the Coordination of Mashrou’ Dummar.
* I was responsible for **public relation** and coordination with the notables, sheikhs and prominint figures in the area.
* I used to Coordinate with DC Pulsation and other organizations to bring necessary material, tools, equipment and supplies for our activisties and for emerngency storage.
* **Media activist: 2011-2015** Taking photos, recording videos of demonstrations and other revolutionary activities, publishing them, supporting the Syrian cause, raising awareness, publishing & translating the revolution’s news and exposing the crimes of Assad and ISIS by means of social media like Facebook, twitter and YouTube and even by contacting TV channels.
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| **Training:** |  |  |  |  |
|  |  | * Courses in German language in Goethe institute 2001-2004.
* A conversation course in English at the British Council 2006.
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|  |  | * Computer courses: DOS, Windows, Office and Photoshop.
* An NLP course 2008.
* Courses in public speaking, 2012.
* A course in first aid and rescue 2013.
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| **Languages:** |  |  |  |  |
|  |  | * English: proficient use
* Arabic : native
* German: basic use
* A little French and Spanish.
* Currently learning Turkish.
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| **Computer Skills:** |  |  |  |  |
|  |  | * Proficient use of Microsoft windows and office.
* Good typing.
* Surfing the Internet effectively.
* Using Email and commercial correspondence.
* Maintenance (software and hardware).
* Using Photoshop and other Photo editing programs.
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| **Other Skills:** |  |  |  |  |
|  |  | * Adapting to new and multicultural environments
* Working under tight schedules.
* Prioritizing tasks and using time effectively
* Planning and organizational skills
* Enthusiasm and energy
* Self-confidence and personal drive
* Approachable and supportive member in a team environment

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| **Hobbies:** |  |  |  |  |
|  |  | * Reading.
* Learning languages.
* Surfing the net.
* Computer maintenance.
* Playing Football (soccer).
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