Muhammad Yassin Al-Arja

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| **Personal Information:** |  |  |  |  |
|  |  | * **Place and date of birth:** Damascus- Apr 30,1983 |  |  |
|  |  | * **Gender:** Male |  |  |
|  |  | * **Marital status:** Married |  |  |
|  |  | * **Nationality:** Syrian Arab |  |  |
| **Education:** |  |  |  |  |
|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | |  |  * **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.  |  | | --- | | * **Baccalaureate** (Sharia branch)**,** al-Furqan institute. 2009 |  * **Baccalaureate** (scientific branch), 2000. | |  |  |
| **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. |  |  |
|  |  | * **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. |  |  |
|  |  | * **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. |  |  |
| **Training:** |  |  |  |  |
|  |  | * Courses in German language in Goethe institute 2001-2004. * A conversation course in English at the British Council 2006. |  |  |
|  |  | * Computer courses: DOS, Windows, Office and Photoshop. * An NLP course 2008. * Courses in public speaking, 2012. * A course in first aid and rescue 2013. |  |  |
| **Languages:** |  |  |  |  |
|  |  | * English: proficient use * Arabic : native * German: basic use * A little French and Spanish. * Currently learning Turkish. |  |  |
| **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. |  |  |
| **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 |  |  |
| **Hobbies:** |  |  |  |  |
|  |  | * Reading. * Learning languages. * Surfing the net. * Computer maintenance. * Playing Football (soccer). |  |  |