**PERSONAL DETAILS**

Name :munther nahhal

City :Gaza

Country :Palestine

E-mail: munthernahhal27@gmail.com

DOB :15/11/1992

Nationality : Palestinian

**WORKING LANGUAGE PAIRS :**

* English to Arabic
* Arabic to English

**PRICE:**

0.05 - 0.08 EUR per source word for translation.

**PERSONAL SUMMARY**

English mother tongue , multi-skilled, reliable and talented translator with a proven ability to translate written documents from English to Arabic and from English Arabic to English . A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

Would like to work as freelance translator for a successful and ambitious company that offers great opportunities for career development.

 **WORK EXPERIENCE**

 Working freelance for a translation agency providing a translation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

 **DUTIES:**

• Liaising with clients to discuss any unclear points.

• Translation of documents/letters from English to Arabic and vice versa.

• Reviewing and proofreading mother-tongue text.

• Working as a translator for Law firms.

• Supporting the translation team with other projects when necessary.

• Excellent English speaking and writing skills.

• Retrieving articles from newspapers, magazines and the internet and translating them into Arabic.

 **AREAS OF EXPERTISE**

Architecture, Chemistry, Education / Pedagogy, Engineering (Civil & Hydraulic), Engineering (Electrical), Food / Nutrition, Journalism, Management, Sports / Recreation / Fitness.

 **KEY SKILLS AND COMPETENCIES**

* Using CAT tools and TRADOS.
* Able to fluently speak English and Arabic.
* Excellent communication and social skills.
* Able to work with tight deadlines.
* Highly skilled in Word, Excel and Microsoft Outlook.
* Able to work under pressure.