**Niveen Amir Sayed Hobeldin**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Education**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B.A. : English Language and Translation, June 1990**

Ain Shams University, Faculty of Alsun, English Department

**Career Certificate in UN Translation**

American University in Cairo

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Engineering for the Petroleum and Process Industries (ENPPI).

* **Specialist / Principal Coordinator. Board Affairs**, January 2011 till Present

**Responsibilities:**

1. Translating selected minutes of Board of Directors meetings and other required Board documents.
2. Revising, editing and verifying translated documents to ensure accuracy.
3. Maintaining an updated database of compiled specialized terms for future reference.
4. Preparing Board of Directors meetings agendas and memos and extending meetings invitations.
5. Drafting, revising and editing minutes of Board meetings and ensuring their approval.
6. Following-up implementation of Board resolutions.
7. Revising, editing and proofreading reports and memos prepared by various company departments and making necessary changes before submission to the Board of Directors.
8. Managing general correspondences of Board of Directors.
9. Maintaining an updated database of relevant Board documents for storage, processing, research or presentation.
* **Senior Translator/ Translation Specialist,** February 2009 till December 2010

**Responsibilities:**

1. English/ Arabic/ English translation, proof reading and editing of the following:
* Articles of a quarterly periodical issued by the company (Enppi News).
* Press publications, advertisements and interviews.
* Selected bids and tenders.
* Selected agreements and contracts.
* Researches and conference papers.
* Official documents as required. (Enppi Tax Card, Job descriptions, …)
1. Compiling terminology and information for future reference.
2. Assigning translation work duties.
3. Supervising translation work of the section and providing assistance as needed.
4. Reviewing and verifying materials translated by the section staff to ensure accuracy.
* **Senior HR specialist**, 2003 till 2004

**Responsibilities:**

Training & Development of assigned Enppi departments staff as follows:

1. Participating in training needs assessments for company departments as assigned.
2. Participating in preparing training man-hours and budgets for assigned departments.
3. Reviewing and implementing training plan for assigned departments.
4. Participating in evaluation of instructors’ performances and effectiveness of training, and providing recommendations for improvement.
5. Participating in preparation of the department progress reports.
* **CEO Office Translator and Administrator,** 2000 till 2003

**Responsibilities:**

1. English translation of CEO speeches.
2. Selection and Arabic translation of specialized articles from oil& gas publications.
3. Drafting and proof reading of documents, reports, correspondences, messages or queries between CEO office and other local and foreign companies as required.
4. Receiving and drafting responses to routine correspondences for CEO signature.
5. Participating in preparing Board of Directors meetings agendas and minutes of meetings.
6. Participating in follow-up of Board recommendations application.
7. Participating in preparing Enppi annual report.
8. Conducting internet searches to find needed information.
* The Petroleum Projects and Technical Consultation Company (PETROJET)

**CEO office Translator,** 1990 till 2000

**Responsibilities:**

1. Participation in English translation of Board of Directors minutes of meetings.
2. English translation of CEO speeches.
3. Selection and Arabic translation of specialized articles from oil& gas publications.