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|  |  | Rasha MohammedSenior Translator  |
| **AREAS OF EXPERTISE**Translating Business documents, Marketing, Human Resources, Management, financial and legal documents |  | **PERSONAL SUMMARY**A multi-skilled, reliable & talented Arabic <> English translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression. |
|  |  | **ACADEMIC QUALIFICATIONS**B.A English language and simultaneous translation, *Al Azhar University, Egypt 2004-2008*(Grade: Very Good) |
| **PERSONAL DETAILS**M: +966599344040E:eng\_translation@outlook.com DOB: 21/03/1986 Nationality: Egyptian**COMPUTER SKILLS**Operating Systems (DOS, Windows XP, Vista, 7 and 8).Microsoft Office (Word, Excel, PowerPoint and Outlook).CAT tools (Trados 2014) |  | **WORK EXPERIENCE** **March 2012 – Present****Freelance translator** Working as a freelance translator with a number of clients such as **Schlumberger Water Services, Dar Al Uloom University, Write Path, and Saudi Ceramic Company.** **February 2012 - March 2012 – Arab Integrated Services (AIS), Cairo, Egypt****Senior Translator, Reviewer** ***Duties:***Translate all work procedures, manuals, brochures, in various fields from English into Arabic and vice versa. Reviewing files translated by other translators.**May 2010 - December 2011 – Spark for Training and Development (affiliated to Cambridge College), Cairo, Egypt****Senior Translator*****Duties*:** Translating documents from Arabic into English in different fields, such as economy, commerce, finance, HR, and management**December 2008 – April 2010 - Dar Al-Farouk for Cultural Investments, Cairo, Egypt****Translator** ***Duties:***Translate books from English into Arabic in HR, Financial, Management, etc. ***Books I translated:***401 Questions Every Entrepreneur Should Ask – JamesL. SilvesterLove’EM or Lose’Em, by Beverly Kaye & Sharon Jordan-EvansThe Best Practice Enterprise Tm – James Kerr |
|  |  | **KEY SKILLS AND COMPETENCIES** Familiar with translation software toolsExcellent communication and social skills Able to work to tight deadlines Able to prioritise workTyping by touch  |