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|  |  | Rasha Mohammed Senior 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: +966599344040  E:[eng\_translation@outlook.com](mailto: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 skillsAble to work to tight deadlinesAble to prioritise workTyping by touch |