



E-mail : Shragab.83@gmail.com

Personal Data:

Name : Shaaban Ragab Ahmad Abo Salem
Address : Kafr meet Abou – el –koom, Tala, Menofiyah, Egypt
Mobile : +20 01005823856 or +20 01277098519
Date of Birth : 18-7-1983
Military Service : Exempted
Nationality : Egyptian
Religion : Muslim
Marital Status : Married + three children
Skype : shragab.2000

Qualifications:

University Degree : Licentiate of Languages & Translation
University : Al Azhar University,
Faculty : Faculty of Languages & Translation
Department : Simultaneous Interpretation Dep.
Grade : Very Good
Graduation Year : 2005 - 2006

Languages:

- **Arabic** : Mother Tongue
- **English** : Fluent

Additional qualifications and courses:

- 1- Intensive course in technical translation.
- 2- Intensive course in legal translation.
- 2- Intensive course in business and legal translation.
- 3- Intensive course in medical translation.

- 4- intensive courses to learn how to use translation and localization CAT tools, such as Trados (workbench, Studio 2009 and 2011, 2014), SDLX, Passolo, Wordfast, idiom, memoQ, Transtool, etc.
- 5- Self development courses to keep up to date with the last developments in translation and localization business.

Experiences:

Period of working as a Translator:

10 years of experience in the field of translation and localization.

1- Worked for some translation offices in Egypt, such as:

- The Certified Translation Center

2- Worked for Dar Al Farouk for Cultural Investments from 2 February 2007 to 10 June 2008.

Works of Translation:

1- Medical Books:

a- Asperger Syndrome

2- Management Books:

a- The 7 most important money decisions you will ever make

b- How to understand Business Finance

3- Technological Books:

a- Plumbing for Level 2 Technical Certificate and NVQ

b- Some parts of Windows Vista

4- Children Stories:

a- Raiders from the Sky

5- Many Other Projects:

Translating various legal projects, including many different contracts (such as construction, hiring, employment and marriage contracts, etc.) and other documents (such as birth certification, passports, licenses and tax cards, etc.)

3- Worked for Future Group's company from 10 June 2008 till now.

During this period, I worked as a Translator, Localizer, Reviewer, proofreader and QA checker in the following fields:

1. Software & Applications:

I translated many projects in the field of software & applications, Such as Microsoft Applications (User Interface & User Assistance, e.g. Windows Updates, MS Office Courses), Oracle (Financial Management Solutions), SAP (Administration Solutions). Also, I shared in the translation of UIs of many applications and devices.

2. Hardware field:

I translated many projects in the field of hardware. I shared in the translation of most manuals concerning most of the devices, such as mobile, smart phones, printers, projectors, monitors, cameras, laptops, desktops, air conditioners, washing machines, refrigerators, and so on.

In my working in Future Group company, I worked in many accounts such as Dell, Samsung, Toshiba, Sony, Sharp, Cisco, and so on. I am also the owner of the Dell's account.

3. Printing Solutions:

Dell (AIO & color printer user Guides), Lexmark (Arabic website & Online drops for MFP User Guides), Epson (Printer User Guides), Samsung (Laser Printer User Guides), Xerox.

4. Digital Cameras & Camcorders:

I translated many projects in this field relate to companies such as Canon, Samsung, Nikon, Olympus, Konika, Sony.

5. Mobile Devices:

Samsung (Smart Phone User Interface), Nokia (User Guide), Siemens (Gigaset Manuals), Sagem (User Interface & Manuals), Sony (user guides), Sony Ericson, Huawei, etc.

6. TVs, LCDs, Projectors:

Dell (LCD & WFP Screens), Dell (Projector User guides), Samsung (LCD User Manuals), LG, etc.

7. IT, Networking and telecommunications:

I have translated many projects relate to this field. Also, I have a great experience in translating most of the materials relate to Cisco.

8. Automotive:

- I translated many projects in the automotive field concerning famous companies such as Ford, Nissan, Chrysler, Harley Davidson, Caterpillar, etc.
- I translated many user guides, press releases, web content, product specifications concerning the above brands.

9. Medical field:

- I translated a medical book named "Asperger Syndrome" during my work in Dar Al Farouk for Cultural Investments.
- I translated many medical user guides for many devices, such as Carevo device.
- I translated many prescriptions for many products.
- I shred in translation of many medical studies and surveys.
- I translated and reviewed many projects for clients such as Pfizer, Nivea, Avon, Dove, Johnson's, etc.

10. Legal:

- I translated most types of contracts i.e. employment contracts, construction contracting and subcontracting, Marriage contracts, Appeals and Memorandum.
- Also, I translated many projects concerning EULAs.
- I routinely translate legal materials such as licenses translation, financial legal services, birth, marriage and death certificates, insurance, contracts and agreements, tax, etc.

11. Advertising & Marketing:

- I translated many advertising and marketing material in projects like Dell (Website, brochures, ads and manuals).
- I also translated many marketing material concerning companies, like Samsung, Sony, Nokia etc.
- My expertise in this field includes translating and editing: press releases, magazine translation, corporate brochures, marketing materials, etc.

12. E-Learning & Education:

- I translated many projects in E-learning and education field, such as Apple support training courses, Cisco online courses, beside many other courses and surveys in this field.

13. Financial services:

- I translated many projects in this field for some banks such as HSBC, etc.

- I translated many projects concerning Forex industry.
- I translated many surveys for some banks and companies in this field.
- I translated many projects concerning accounting polices, annual reports, financial press releases, financial statements.

Translation and localization CAT tools:

- - Trados TagEditor (2007)
- Trados Studio 2009, 2011 and 2014
- SDLX
- Worspace
- Passolo
- Wordfast
- Idiom World server
- TransTool

Computer Skills:

- Excellent search skills over the Web.
- Excellent knowledge in most of popular software applications needed for any work environment.
- Special experience and knowledge in CAT (Computer Aided Translation) tools, e.g. Trados (2007 & Studio 2009 and 2011), SDLX, Workspace, WordFast, Passolo, etc...
- Excellent ability to learn quickly any new tool, online or offline

Work Qualification:

- Excellent ability to act as **Project/Account Manager** with highly professional communication, negotiation and organizational skills, ensuring consistent client satisfaction.
- Excellent ability to work under pressure with outstanding flexibility.
- Meeting given deadlines on time without compromising output quality.
- Obeying to organizational roles and regulations with elevated behavior.
- Focusing on exceeding respective higher-level supervisor expectations.
- Dealing politely with work colleagues and aiming at achieving team success.

Objective:

•
Seeking a challenging opportunity in a reputable company where my academic background and interpersonal skills are well developed, utilized, and where I can learn and get more experience