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| **Walaa Al Deen Saleh** | |
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| **English-Arabic Translator** | |
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| **OBJECTIVE** |  |
|  | *Goal-oriented and self-motivated (English-Arabic) translator seeking a challenging position in a multi-national company where I can verbalize my interpersonal and management skills to best serve my employer’s interests and attain my short and long-term goals. Having fast learning skills combined with solid interpersonal talents, I take pride in having overcome all challenges and met all objectives assigned to me.* |
| **WORK EXPERIENCE** | |
| APR 2015 – PRESENT | **Supreme Legislation Committee in the Emirate of Dubai Dubai, UAE** |
|  | Legal Translator |
|  | * Translating and proofreading various types of legislation issued by the Government of Dubai including laws, decrees, resolutions, regulations, orders, and bylaws from Arabic into English and vice versa. |
|  | * Holding group review meetings with other team members to discuss and finalise translations. |
|  | * Manage translations as a team leader i.e. receiving translation requests from clients, setting deadlines, distributing the file between the team, and reviewing and finalising the translation. |
|  | * Proofreading documents requested by clients and reporting changes made. |
|  | * Proofreading in-house or externally translated documents to reflect the required changes and amendments. |
|  | * Proofreading English & Arabic versions of documents to be posted on the web. |
|  | * Handling all clients’ requests and inquiries and meticulously setting deadlines. |
|  | * Managing team workload distribution to ensure deadlines are met. |
|  | * Answer customer content and translation inquiries. |
|  | * A legal GCC background experience of more than seven years |
| APR 2013 – APR 2015 | **Government of Dubai Legal Affairs Department Dubai, UAE** |
|  | ­­Translator & Proofreader |
|  | * Translating and proofreading various types of documents from Arabic into English and vice versa, including: * Governmental instruments, laws, decrees, resolutions, regulations, orders, and court documents. * Financial documents including banking services & transactions, contracts, agreements, feasibility studies, financial statements, tenders, balance sheets, etc. * Engineering documents including technical specifications, engineering manuals, IT products, master community declarations, constitutions of co-owners' association, construction-related agreements and documents, etc. * Articles and Memoranda of Association, lease, transfer, mortgage, pledge, lien, assignment, sale & purchase, national agency, confidentiality, exclusivity and other types of agreements. |
|  | * Participating in group review meetings to discuss and finalise translations. |
|  | * Handling translations as a team leader i.e. receiving translation from clients, setting deadlines, distributing the file between the team, and reviewing and finalizing the translation. |
|  | * Proofreading documents requested by clients and reporting changes made. |
|  | * Proofreading in-house or externally translated documents and mentoring fresh translators. |
|  | * Proofreading English & Arabic versions of documents to be posted on the web. |
|  | * Handling all clients’ requests and inquiries and meticulously setting deadlines. |
|  | * Managing team workload distribution to ensure deadlines are met. |
| JAN 2008 – APR 2013 | **Nasra Marketing Studies Establishment Dubai, UAE** |
|  | ­­Translator & Proofreader |
|  | * Translating and proofreading various types of documents from Arabic into English and vice versa, including: * Legal documents including governmental instruments, laws, decrees, court judgments, suit statements, powers of attorney and articles & memoranda of association, etc. * Articles and Memoranda of Association, lease, transfer, mortgage, pledge, lien, assignment, sale & purchase, national agency, confidentiality, exclusivity and other types of agreements. * Financial documents including banking services & transactions, contracts, agreements, feasibility studies, financial statements, tenders, balance sheets, etc. * Medical examinations, reports, diagnosis, patents and the like. * Engineering documents including technical specifications, engineering manuals, IT products, master community declarations, constitutions of co-owners' association, construction-related agreements and documents, etc. * Creative documents including novels, press releases, magazines, brochures, companies' profiles, advertisements and pamphlets describing jewellery, watches, glasses, perfumes and various kinds of cosmetics and beauty products. * Airway bills, bills of lading, manifests, packing lists, survey reports and medical reports. |
|  | * Proofreading documents requested by clients and reporting changes made. |
|  | * Proofreading in-house or externally translated documents and mentoring fresh translators. |
|  | * Proofreading English & Arabic versions of documents to be posted on the web. |
|  | * Handling all clients’ requests and inquiries and meticulously setting deadlines. |
|  | * Managing team workload distribution to ensure deadlines are met. |
|  | * Answer customer content and translation queries |
| **EDUCATION** | |
| Oct 2001 – June 2007 | **Al Baath University Homs, Syria** |
|  | *Bachelor Degree in Translation and Interpretation* |
| **IT SKILLS** |  |
|  | * Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP, Windows Vista, Linux, Unix, MS DOS |
|  | * Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express |
|  | * Déjà vu: a computer-assisted translation tool that facilitates database supported translations. * SDL Trados: a computer-assisted translation tool that facilitates database supported translations. |
| **LANGUAGES** |  |
|  | * Arabic: Mother tongue (Fluent written & spoken) |
|  | * English: (Fluent written & spoken) |
|  | * Polish: (Beginner written & spoken) |
| **STRENGTHS** |  |
|  | * Fully dedicated to constantly exceeding my employer’s expectations. |
|  | * Quality translation and quick turnaround is a key element to my success story. |
|  | * No cracking under pressure with minimum supervision required. |
|  | * Client-oriented approach is the best recipe for retaining clients. |
|  | * Strong advocate of team playing and unshakably prudent team leader. |
|  | * When facing a challenge, I work by the saying: “*When the going gets tough, the tough get going*” |
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| *“All references available upon request”* | |