**C.V**

First Name: Zakaria

Last Name: Saeed

Gender: Male

Mother Tongue: Arabic

Address: Jordan – Al Zarka' Al Jadeedah

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Country: Jordan

**Contact Details**

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**Services (Translation/Proofreading/Transcription/Interpreting/DTP)**

1-Translation & typing (English & Arabic)

2-Proofreading

3-subtitling

**Areas of Specialization: translation of Business and investment, marketing and commercial documents / letters - Literature – Law (criminal, civil and contracts) – Legal documents - Patents – Religious texts (English to Arabic) - Banking Documentation-** Cultural Studies, Humanities and Humanistic Studies- **animated cartoons- Arabic transcription and others documents / texts such as medical reports- translation of software and political text materials. Transcription (Arabic)**

**Language Combinations**

Source-Target-Translation rate/word

 (negotiable)-Proofreading/editing rate/word

Years of typing & Translation Experience:-More than 20 years.

Available hours on the internet:-8 hours / day or more

Available hours over weekend:-4 hours

**Translation Qualifications**

Diploma in translation & Office practice (Vocational Training Center- Kalandia - Jerusalem UNRWA).

**Other Professional Qualifications**

Royal Society of Arts , U.K (Certificates in English as foreign Language, commerce & accounting)

Correspondence School of Pennsylvania U.S.A (Diploma in Practical English)

**Previous Work Experiences**

1. Bank of Kuwait & Middle East (13.8 years)- as secretary (A) translator & reporter
2. Al Maghreb Metal Est. for Scrap Metals-Amman- ( 8.5 years) International correspondence & translator
3. Ra'afat Al Meqdadi Law Office-Amman-, (3 years) correspondence & translator
4. United Trademarks and Patent Co.,-Amman- (3 year) As translator

**Rate: (negotiable)**

**Payment Details**

Payment Method: **Through Western Union and / or any other ways that you may adopt.**

**Comments (Any additional info which helps for our future cooperation)**

Please be informed that I am a freelancer translator, typist and I shall be available anytime in case any assignment is given to me. I carry out this job at home through email.

**( Professional )**