

# Mohamed Abdel-Moneim Mostafa

## Certified Translator and interpreter

### PERSONAL DATA

- **Name** : Mohamed Abdel-Moneim Mostafa Hassan
- **Address** : El Dobaat Buildings, Sidi Bishr, Alexandria, Egypt.
- **Faculty** : Faculty of Languages & Translation
- **Department** : Simultaneous Interpretation, English.
- **Year of graduation:** May 2003
- **General Grade** : Very good
- **Nationality** : Egypt

### LANGUAGES

**Arabic:** Mother Tongue

**English:** Fluent speaking, reading and writing

### WORK EXPERIENCE

(NOW)

**Full time freelancer**

**(Feb. 2004 – Jun. 2008)**

**IBI Alexandria, as a Senior Translator and simultaneous Interpreter.** (English> Arabic> English)

**(Jul. 2003 – Jan. 2004)**

**AIS (Arabic Integrated Service), Translation and Localization Specialists**

Job Title: Translator/Localizer (English> Arabic> English)

**Freelancer with many clients around the world.**

I work with various translation offices and centers around the world. These centers and offices are located in:

- UK
- Ireland
- KSA
- UAE
- Egypt
- USA

### RESPONSIBILITIES

- 🇸🇦 Translating technical and marketing material for leading telecommunication and IT companies using standard translation tools including TRADOS Workbench.

- 📌 Translating IT, technical, medical, commercial, scientific and literary works/ documents.
- 📌 Translating and editing user manuals and documentation.
- 📌 Attending before courts as an instant interpreter as well as taking part in the interpretation of conferences on the international level.
- 📌 Using standard localization and TM based tools: TRADOS Workbench, Tag Editor, TRADOS WinAlign, Trados MultiTerm, SDLX, Adobe Acrobat...etc.
- 📌 Translating and editing civil, military, official, legal and commercial documents.
- 📌 Translating and editing financial and banking projects and documents.
- 📌 Translating using SDLX Trados.
- 📌 Conference interpretation

## **SUMMARY OF QUALIFICATIONS**

- 📌 Demonstrated ability to work independently and as a co-operative work team member;
- 📌 Strong research, investigation and analysis skills;
- 📌 Ability to deal with ALL levels and branches and fields of written translation;
- 📌 Ability to work under continuous work pressure;
- 📌 Excellent ability to interpret simultaneously;
- 📌 Excellent command of Translation Tools;

## **Memberships**

Member at translatorscafe.com [Moderator]

Member at Proz.com

Certified member at egyta.com

Member at arabtranslators.org

Member at 123languages.com

Member at traduguide.com

## **SKILLS**

🖥️ Access to Computer

### **Software:**

MS Office 2003 /2007 (including MS/Word, MS/Excel, MS Powerpoint), Internet applications, Trados Workbench, Trados MultiTerm, Tag Editor, Trados Winalign, SDLX, Adobe Acrobat, Adobe Photoshop and many other programs.

### **Operating Systems:**

Windows XP, Windows Vista

## **MEANS OF CONTACT**

Cell phone: (+2) 0103865674 - 0168260263

Email address: mrtranslator1@yahoo.com

Thanks...