Manal Nakli

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| Personal Information | * Marital status: Married
* Nationality: British citizen
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| Education | 1982 – 1985 Kuwait University KuwaitBA English Language & Literature (grade 7.62 on the scale of 9 = 84%)* My studies covered 16th – 20th century literature (novel, drama and poetry) as well as linguistics, semantics, essay writing and related subjects.
* Minor: English/Arabic – Arabic English Translation

1993 – 1999 L’Institut Voltaire KuwaitFrench Language Diploma* 1997-1998: Diplôme D’Etude en Langue Française DELF (1er&2em Degré)
* 1999: Diplôme Approfondi de Langue Française DALF

Proffesional Translation Qualifications UKInstitute of Translation & Interpreting (ITI), London* 2002 Associate member ITI (AITI) based on qualifications and experience, including two references from FCO Arabists
* 2014 full ITI membership (MITI) based on a written test and annotation, passed with excellent feedback from examiners

Chartered Insitute of Linguists (CIL), London* 2004 Translation Diploma (Dip Trans) English-Arabic (1 Distinction and 2 Merit in three written tests) to qualify as proffetional translator (MCIL)
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| Professional experience | Since December 2015 London**Foreign & Commonwealth Office (British Foreign Ministry)**Started part-time, then from January 2017 full-time as in-house Arabic translator. Since February 2004 LondonI have started my own company, as freelance translator, and have been doing translations (English-Arabic and Arabic-English) for:* Foreign & Commonwealth Office (FCO) Translation Services: translation of various documents, agreements and reports issued by the FCO as well as other government departments, inluding No.10, MoD, DFID, UKTI & Home Office.
* FCO Press Office: translation of all press statements, speeches and op-eds relating to the Arab/Islamic world by FCO, UKTI, DFID, MOD & Home Office Ministers.
* **FCO Arabic website web editor** September 2004-April 2012: translating, building & maintaining content for the FCO Arabic website [www.fco.gov.uk/ar](http://www.fco.gov.uk/ar). The FCO them moved to GOV.UK, and I publish all announcements in Arabic:

 <https://www.gov.uk/government/announcements.ar>* **FCO Arabic Social Media manager** (Facebook & Twitter) since 2010: translating into Arabic and posting, in real time, messages relevant to the Arab World issued by the main FCO & other HMG Twitter channels.
* **Save the Children** – since July 2010: translation of annual reports, campaigns and websites into Arabic
* **Inspiral Design** – since 2007: translation/transcreation of leaflets/brochures/marketing booklets and websites
* **New Century** (defence & security) – since 2010: translation of security training courses and business propositions in the Arab World
* **The Sheikh Group** (political think tank) – since 2015: translation of reports of Track II meetings and workshops about Syria, attended by UN, UK and other international observers.
* **International Institute for Strategic Studies** (Middles East) –2015-2017: annual reports; Manama Dialogue reports; political analysis articles.
* Awarded MBE in the New Year Honours List 2014 for services to promote Britain in the Arab World

 Nov. 1991 – Sep. 2003 British Embassy KuwaitPress & Public Affairs OfficerResponsible for the Press & Public Affairs Section. My responsibilities included:**Press & translation/interpretation*** Producing a daily press digest of all local newspapers and producing and translating press releases announcing Embassy events.
* Setting up press conferences and attending them to provide interpretation between the journalists and the Ambassador and/or visiting British Ministers/officials.
* Arranging one-to-one interviews with the Ambassador, and attending for interpretation.
* Translating official documents, agreements, memoranda of understanding and official correspondence between UK-Kuwaiti senior officials.

**Visits*** Arranging inward visits by UK experts, outward FCO-sponsored visits by Kuwaiti officials/media and training/workshops for the Kuwaitis.
* Arranging inward familiarisation visit programmes for FCO officers and escorting them on their calls.
* Escorting and looking after British press travelling to Kuwait with senior UK officials.

**Contacts*** Maintaining a contact database on the internal network.
* Establishing and maintain contacts with Public Relations officers in various organisations as well as with officials in the media and journalists.
* Establishing and maintaining contacts with women activists as well as political contacts of the Embassy.

**Other duties*** Replying to enquiries by the public about the UK.
* Arranging Embassy stands at various exhibitions held in Kuwait.

1985 – 1991 (full time) then 1991-Apr 2003 (part-time) Al-Humaidan Company, Kuwait CityAdministration Assistant**:** responsible for:* inward/outward correspondence with suppliers abroad (in English)
* receiving and discussing business with visiting representatives of foreign suppliers.
* issuing of cash receipts and book-keeping and holding company’s cash box, and all inward/outward transactions.
* opening Letters of Credit for suppliers abroad, follow up shipment of goods, then price goods before entering them into the company’s stock.
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| Languages | 1. Arabic: fluent (spoken and written)
2. English: fluent (spoken and written)
3. French: very good (spoken), fair (written)
4. Italian: I can understand and speak a little Italian, enough to manage when I am in a pure Italian environment.
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| Other skills | * Fast typing on the computer
* Very good at using MS Office applications (Word, Excel, Powerpoint).
* Subtitling of short videos to be published on Twitter & Facebook
* Production of GIFs with key messages to be published on Twitter & Facebook
* Production of ‘photo-quotes’ with Ministerial key messages to be published on Twitter & Facebook
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| Interests and activities | Walking, reading, travel, socialising |
| References | To be supplied upon request  |