Manal Nakli

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| Personal Information | * Marital status: Married * Nationality: British citizen |
| Education | 1982 – 1985 Kuwait University Kuwait  BA 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 Kuwait  French Language Diploma   * 1997-1998: Diplôme D’Etude en Langue Française DELF (1er&2em Degré) * 1999: Diplôme Approfondi de Langue Française DALF   Proffesional Translation Qualifications UK  Institute 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) |
| 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 London  I 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 Kuwait  Press & Public Affairs Officer  Responsible 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 City  Administration 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. |
| 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 |
| Interests and activities | Walking, reading, travel, socialising |
| References | To be supplied upon request |